

TO: WCU faculty

FROM: Visiting Scholar Committee Members
Anthony Hickey, Arts and Sciences
Weiguo Yang, Kimmel School
Alessia Zanin-Yost, Library
Marissa Ray, Education and Allied Professions
Reed Roig, Business
Josie Crolley-Simic, Health and Human Sciences
TBD, Fine and Performing Arts

DATE: September 10, 2007

SUBJECT: Proposals for the 2007-2008 Academic Year

The Visiting Scholars Committee is accepting proposals to bring Scholars on campus during the 2007-2008 academic year. Some of the funds budgeted have already been allocated based on proposals approved last spring. As you will note in the attached Guidelines, proposals will be considered on a "first come, first served" basis; however, priority will be given to departments that did not participate last year. Following are deadline dates for submitting proposals.

September 17, 2007

October 15, 2007

November 19, 2007

January 14, 2008

February 11, 2008

March 17, 2008

Proposals must be submitted as hard copy (with signatures) and electronically to Kari Hensley (khensley@email.wcu.edu) in 560 H.F. Robinson Administration Building. The electronic and hard copy must be received by 2:00 p.m. on the date of the deadline. The committee will review proposals within two weeks of the deadlines.

Visiting Scholar Guidelines and instructions for preparing the Visiting Scholar Proposals are attached. Additional copies of these documents can be obtained from Kari Hensley in the Office of the Provost (7495 or 2665). If you need assistance, please feel free to contact one of the members of our committee.

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Attachment: Guidelines Packet

c: Beth Tyson Lofquist

VISITING SCHOLAR GUIDELINES 2007-2008

1. An electronic copy of the completed proposal (including all forms) as well as a hard copy with signatures to Kari Hensley (khensley@email.wcu.edu) in the Office of the Provost before 2:00 p.m. on the deadline date. Detailed instructions for preparation of the proposal package are attached. THE COMMITTEE WILL NOT CONSIDER INCOMPLETE PROPOSAL PACKAGES.
2. The Visiting Scholar Committee will NOT ACCEPT "RETRO-PROPOSALS". In other words, NO proposals can be submitted AFTER a presentation.
3. Due to state guidelines, people who are already employed by the State of North Carolina are not eligible to be funded through the Visiting Scholar Program.
4. Planned activities MUST include: 1) a public lecture/performance open to the community and 2) interactions with classes, faculty members, and/or other university groups as appropriate.
5. The Visiting Scholar Committee requests that departments carefully check the University calendar at the WCU Web Site (<http://www.wcu.edu/calendar/>) before scheduling a Visiting Scholar. The first and last weeks of classes and breaks when classes are not in session are poor times to bring a Scholar to campus.
6. The Visiting Scholar Committee encourages departments to solicit input and suggestions from student organizations for possible visitors. The proposal must be submitted by the faculty of a host department, but support from student groups, and the inclusion of students in Visiting Scholar activities will strengthen a proposal.
Once you are notified that the visiting scholar award has been granted you must complete a form (provided with the award letter) indicating your acceptance of the funding and confirmation of the Scholar's visit.
7. There is no set dollar limit for any Scholar. The Visiting Scholar Committee will evaluate each proposal based on merit, anticipated audience appeal, and impact on the University community. For a more expensive Scholar, the Committee recommends support by more than one department or evidence that the Scholar would appeal to the broad general interests of the University community. Financial support from other sources will strengthen a proposal.
8. In cases of budget limitations, priority will be given to proposals from departments, which were not awarded funds in the previous year.
9. The University will issue only one check, made payable to the Scholar. The check should cover total costs of honorarium, travel, and per diem. A WCU Standard Agreement for Independent Contractors must be completed and filed with Academic Affairs before a check will be issued to the Visiting Scholar. There is a one-month processing time between the receipt of the Scholar's contract in the Office of Academic Affairs and the issue of the Scholar's check. If the check is to be ready for the Scholar during the visit, host departments need to be aware of this time constraint. The contact person in the host department is responsible for working with Academic Affairs to complete the arrangements and secure the completed contract.
10. Effective January 1, 1998 legislation enacted by the NC General Assembly requires that 4% tax be withheld from payments to out-of-state contractors. An

- out-of-state contractor is defined as an individual who does NOT reside in North Carolina, but performs services in North Carolina for compensation other than wages. This definition includes Visiting Scholars, entertainers, artists, and others whom the University customarily pays as independent contractors. Withholding is required only if the compensation is expected to exceed \$1500.00 during the calendar year for services performed. The contact person in the host department should inform the Visiting Scholar of this tax before the contract is completed.
11. If a Visiting Scholar is housed in Madison Hall, the expenses of the room (\$50.00 per night) can be deducted from the award before the contract is mailed to the scholar. This will reduce the total amount upon which tax must be paid. Please contact Kari Hensley in the Office of the Provost if the scholar will be staying in Madison Hall.
 12. It is the responsibility of the host department to reserve rooms and audio/visual equipment from Information Technology Services (X7487) for the Scholar's visit. Any additional expenses incurred for supplies, equipment, or publicity will be the responsibility of the host department.
 13. If the Scholar speaks from a prepared text, please obtain a copy and send it to the Committee with the "Follow-Up Report." The text of the speech will be placed on reserve at the library.
 14. Within two weeks after the Scholar's visit, a follow-up report must be submitted to the Chair of the Visiting Scholar Committee by the contact person in the host department. Please see the format of the attached Visiting Scholar follow-up report.
 15. Please feel free to contact Visiting Scholar Committee members for clarification or assistance in the preparation of a proposal.

VISITING SCHOLAR APPLICATION

Instructions for preparation of a Visiting Scholar proposal:

Each application for a Visiting Scholar must include one electronic and one signature copy for each of the following:

- (a) a one page Summary Sheet
- (b) Budget requests
- (c) Curriculum Vitae of the Visiting Scholar.

Incomplete proposal packages will not be considered by the Committee.

A. Summary Sheet

Complete a one-page summary sheet including each item listed below in numbered order.

1. Name(s) of the sponsoring department(s) and contact person(s).
2. Name, Social Security number (or Employer Identification Number*), permanent home address, title, affiliation, and brief summary of scholarly activities of the proposed Scholar.
3. Brief description of planned activities (how the Scholar's time on campus will be used with classes, groups, and the public).
4. Status of preliminary negotiations (contacts made, Scholar's availability confirmed, proposed dates for the visit).
5. Title(s) of talks, lectures, and presentations with corresponding target audience(s).
6. Publicity plans for the proposed visit.
7. Provide appropriate signatures of Department Head(s) and Dean of the College(s).

B. Budget Request

Complete a one-page budget request following the attached form.

C. Curriculum Vitae

Attach a curriculum vita of the Visiting Scholar. This must include (1) educational background; and (2) listing of published works, or other evidence of scholarly activity and professional achievements.

* Please note that if the proposed Scholar will be coming from outside the U.S., it is imperative to ascertain in advance that the individual will be entering the country with a valid work visa. Please contact Bobby Justice in the Controller's Office (3479/7334) for specific details.

VISITING SCHOLAR BUDGET REQUEST

1. HONORARIUM _____

2. TRAVEL EXPENSE _____

AIR FARE _____

GROUND TRANSPORTATION _____

MISCELLANEOUS _____

3. ACCOMMODATIONS (not to exceed in-state rate of \$59.75)

Madison Hall:
\$50.00 RATE _____ # NIGHTS _____

Other:
_____ RATE _____ # NIGHTS _____

TOTAL ACCOMMODATIONS EXPENSES: _____

4. MEALS (In-state per diem rates of \$32.00 per day apply) _____
\$32.00 RATE _____ # DAYS _____

TOTAL FUNDS REQUIRED _____

LESS ANY ADDITIONAL DEPARTMENTAL
OR COLLEGE SUPPORT (do not include in the amounts above) - _____

Total funds requested from Visiting Scholar Committee = _____

NOTE: Expenses must be itemized. The Visiting Scholar Program is not responsible for any amounts other than honoraria, travel, meals, and lodging expenses.

Visiting Scholar Confirmation Form

(must be completed within 5 working days after notification of award)

I, _____, have contacted _____,
printed name of VS contact person printed name of VS

the Visiting Scholar, and confirmed his/her visit to WCU on _____.
Date (s)

Signature of VS contact person

date

VISITING SCHOLAR FOLLOW-UP REPORT

Please complete this report within two weeks after the visiting scholar has completed his/her appearance on campus. The form should be returned to Anthony Hickey (Anthropology and Sociology, 107B McKee), Chair of the Visiting Scholar Committee.

1. VISITING SCHOLAR:

2. SPONSORING DEPARTMENT(S):

3. CONTACT PERSON(S):

4. DATES AND TIMES OF THE VISIT:

5. LOCATION OF THE PUBLIC LECTURE:
SEATING CAPACITY:
NUMBER IN ATTENDANCE:

6. LOCATIONS OF OTHER ACTIVITIES:
NUMBER IN ATTENDANCE:

7. ADVANCE PUBLICITY NOTICES (When and Where):

8. COPY OF SCHOLAR'S PREPARED TEXT (IF ANY) ATTACHED. THIS WILL
BE PLACED ON RESERVE IN HUNTER LIBRARY.

9. CONCLUDING OBSERVATIONS AND EVALUATION OF THIS VISIT: