
Lecture Committee

Smith College

Northampton, Massachusetts 01063

T (413) 585-3006 F(413) 585-3070

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The Lecture Committee would like to invite faculty to submit proposals for funding of upcoming events. In general, the Committee funds traditional individual lectures/seminars, departmental and interdisciplinary seminar series, faculty performances and exhibitions, and special one-time events. (We do not fund book tours and will only provide nominal support for class visits.) We encourage the faculty to think broadly and creatively about events that both appeal to the Smith community and fall under our funding mandate.

We also would like to thank the Smith faculty for their continued help in maintaining the Lecture Committee's sustainable funding situation. This past year we funded 70 applications (some comprising multiple events) at a total of \$94,455. We applaud the faculty for their thoughtful and well-planned proposals and look forward to more of the same in the upcoming year.

Deadlines for the 2011-12 academic year are as follows:

August 19, 2011 (Fall requests)

September 16, 2011

November 18, 2011 (Spring requests)

January 27, 2012

April 15, 2012 (Fall 2012 requests)

We meet one week following the deadline to take action on applications. The Committee strongly encourages applicants for the Spring of 2012 to submit proposals by the November 18 deadline.

We encourage those preparing proposals to consider the following points:

- The Committee will uphold its published application deadlines to ensure that everyone has the best opportunity to share in the pool of resources. As always, the Committee cannot fund events that have already taken place.
- The Committee is open to helping faculty address unanticipated opportunities that arise spontaneously (i.e., a leader in your field is passing through the area and just contacted you about presenting a seminar next week), but urges faculty to avail themselves of this openness only when absolutely necessary.
- The Committee reminds faculty that the most recent application form (available from the Provost/Dean of Faculty website) should be used; applications submitted on outdated forms will be returned to applicants for resubmission on the appropriate form.

- In an attempt to make sure our resources reach as far as possible, the Committee will carefully scrutinize multiple requests from the same department/program. We will also pay close attention to funding requests that exceed \$2000. In short, the Committee encourages applicants to consider ways of reducing the overall cost of an event (e.g., invitation of local speakers, and judicious use of honoraria).
- The Committee strongly encourages members of departments and programs to coordinate events among themselves before applying for funds, and requests the signature of the chair/director on all applications.
- The Committee looks favorably on events that have more than one source of funding. A brief list of potential sources includes the Connections Fund for junior faculty members, use of endowed departmental funds, and teaming with another 5-College department or program to host multiple lectures and split travel costs.
- The Committee endorses the practice of inviting guests to lecture or lead discussions in courses. Students benefit from such opportunities to hear new voices and to learn from experts whose knowledge or approach might complement those of their professor. Moreover, a guest lecture for a course guarantees an audience for the invited speaker. Given demands upon endowed lecture funds, however, the Committee cannot fund large honoraria, travel, and entertainment expenses for guest-speakers in classes. We therefore make the following recommendations. First, instructors who wish to invite guest speakers to their class should try to find Five-College or other “local talent” and should consider offering an exchange of guest-appearances or a meal in lieu of honorarium. The Lecture Committee will entertain proposals intended to defray minor expenses for guest-speakers in classes: up to \$100 for travel and a speaker's lunch. Second, instructors who wish to invite more prominent or distant speakers should arrange for the speaker to deliver a public lecture in addition to the guest appearance in class and should bring their proposals for such invitations to their departments for due consideration before forwarding them to the Lecture Committee, where they will be judged according to the criteria applied to all proposals the Committee receives. The maximum honorarium for a public lecture by a (non-Smith) Five College speaker is \$150.

Lecture Committee, 2011-2012

Margaret Anderson
Ibtissam Bouachrine
Thalia Pandiri
Kevin Rozario, Chair
Christine Shelton