

## MEMORANDUM

TO: Deans, Chairs, and Directors

FROM: Dr. Elke Schoffers, Chair, Visiting Scholars and Artists Program  
Committee

DATE: January 29, 2011

SUBJECT: Application Procedures for the 51st Visiting Scholars and Artists Program

The Visiting Scholars and Artists Program (VSAP) Committee is seeking applications for the 2011-2012 Program. This memorandum provides information about procedures. Attached are application materials necessary to apply for a VSAP award.

Grant awards are announced during the academic year preceding the visit. Awards for scholars and artists who will visit between September 2011 and April 2012 will be announced at the beginning of May 2011. Grants generally do not exceed \$1,000. Larger awards will occasionally be considered for applications involving scholars or artists of unusually broad appeal (those who will attract students and faculty from a variety of disciplines).

Departments that have not recently been awarded a grant are encouraged to apply. The deadline for the Committee's receipt of the application to Dr. Elke Schoffers is Friday, April 8, 2011.

Please follow these guidelines when submitting an application for your department/unit.

- A. The scholar or artist to be invited must be contacted prior to submission of the application, and the applicant must verify this contact.
- B. The committee encourages invitation of scholars and artists who reflect the diversity of the university community. The committee may give special consideration to applications for artists or scholars who will attract students and faculty from a variety of disciplines.
- C. The committee encourages joint sponsorship of a visitor by two or more departments/units to attract broad appeal within the university.
- D. Many applications are submitted for the fall semester. The committee suggests that applicants consider visits during the spring semester when possible.

(OVER)

- E. **NEW:** The cover letter should highlight significant accomplishments of the visitor and assess the impact and appeal of the proposed activities.
- F. The Committee regards the program scheduled for the visitor as an important component of the application. In deciding who will receive the award, the committee will consider the amount of time planned for the visitor to spend on campus, the number of presentations, the types of anticipated audiences, and the unique benefits offered to students, faculty, and the university community.
- G. In order to be considered, applicants must submit a complete and accurate application by the deadline (April 8, 2011).

The members of the VSAP Committee look forward to receiving your application.

**Visiting Scholars and Artists Program Committee**

Dr. Elke Schoffers (Chair)  
Dr. Sisay Asefa  
Mr. Igor Fedotov  
Dr. Joan Herrington  
Dr. Pavel Ikonomov  
Ms. Vonceal Phillips

*Please note that the application procedure has changed and carefully review all instructions.*