

Application for University Lectures Program Support

Name of Applicant _____ Date: _____

College/School _____ Department _____

Name of Proposed Lecturer _____

Lecturer's Address _____

Title of Lecture: _____

Anticipated Dates of Lecture _____

Estimated Total Costs _____ Amounts Requested from Lectures Fund _____

Amounts and Sources of Other Funds:

Please address the following questions in an attachment to this form:

1. Provide a description of the Lecturer's work and contribution to his/her field; highlight examples of distinctive scholarship and accomplishment. Attach a copy of his/her vita.
2. Provide an explanation of the relative contribution the proposed Lecturer would make to the instructional program including the tentative topic for the formal presentation.
3. Anticipated Schedule of Activities for Lectures Program.
4. Outline the plans for publicizing the Lecturers Program.
5. Provide a proposed budget with a breakdown of expenditures for the Lectures Program event, including travel and lodging costs, meals, venue rental expense, publicity/printing costs, honorarium, and other miscellaneous costs.

Approved:

Department Head Date

Dean Date

Please return to: Office of Undergraduate Studies, Attention: Patricia Duffy. 129 Quad Center. Telephone: 844-4900. If at all possible, please email an electronic copy, as well, to duffypa@auburn.edu.