

AUBURN UNIVERSITY UNIVERSITY SPECIAL LECTURES PROGRAM

Guidelines and Procedures: University Lectures Program

The purpose of the Special Lectures Program is to augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment who would have wide appeal to students, faculty and staff. Funds for the Special Lectures Program are provided as part of the University budget. These funds are limited; over the past few years, awards have been limited to \$750 . With the 2007-2008 academic years, proposals may request funding up to \$1,000 per award. Greatest consideration for funding will be given to proposals that include matching funds and that provide public lectures at times and places convenient to Auburn students, faculty, and staff. Lectures co-sponsored by more than one College/School will also be given greater consideration. Applications for funds should be submitted to the Office of Undergraduate Studies (Attention: Dr. Cavender) using the attached form and following the application guidelines; a current vitae of the proposed lecturer should be included.

To ensure the widest audience participation, sponsors are required to publicize the upcoming lecture through media outlets such as The Auburn Plainsman, WEGL radio, AU Daily, the Office of Communications and Marketing. Sponsors should secure and furnish the lecturer's social security number and home address for fiscal purposes. Vouchers should be prepared in departmental offices in accordance with A.U. Financial Policies and Procedures Manual (pages 55318/55319), leaving the account number blank, and submitted to the Office of Undergraduate Studies (Attention: Fawn Willis). Following the lecture, fund recipients must provide a brief summary report describing principal activities and providing the approximate number of persons who attended. Documentation of publicity for the event, e.g., newspaper articles, should be appended to the final report.