

AUBURN UNIVERSITY
SPECIAL LECTURES PROGRAM

Guidelines and Procedures: University Senate 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. 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. To receive funding through this program, the sponsored lecture must be free and open to the entire University community.

Applications for funds should be submitted to the Office of Undergraduate Studies (Attention: Dr. Duffy) using the application form found elsewhere on this website and following the application guidelines; a current vitae of the proposed lecturer should be included. A paper copy, with signatures, should be delivered to the Office of Undergraduate Studies. If at all possible, an electronic copy of the application should be emailed to Patricia Duffy (duffypa@auburn.edu) to expedite committee review of the proposal.

To ensure the widest audience participation, sponsors are required to publicize the upcoming lecture through media outlets such as The Auburn Plainsman, WEGE 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. However, the Social Security number should not be included in the application itself. 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: Dot Kelley). 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.