

NSM/ Marsico Short and Medium Term Visiting Faculty Application Form

Division of Natural Sciences and Mathematics

PROCEDURE: Please complete this form and submit it electronically via your Dept Chairperson to the NSMFC Chairperson, including a required brief (2-3 page) CV of the proposed visitor AND a short Press Release draft announcing the visit. *Preferred format is one complete document in PDF form. For Marsico Long Term Visiting Faculty applications, contact your Departmental Representative to the NSM Faculty Committee.*

Type of Visiting Scholar: __Short Term __Medium Term (> 1 week)

Host Faculty Member/phone/email:

Host Department:

Visit Dates: Academic Quarter & Year:
Proposed Dates of Visit:
Total Length of Stay on campus:

Visitor: Name:
Affiliation:
Please append required brief CV, which serves as guest's agreement to visit.

Rationale:

Please describe the proposed visitor's specific relation to departmental or divisional course offerings or thematic concerns. The program was initiated through a donation intended to provide our undergraduate students with access to interesting scholars. Please include specific details of interactions with undergraduates, faculty, and the University/community overall. Proposals will not be approved without listing specific details, including e.g. which course(s) the visitor will teach, what seminar(s) the visitor will present, and what meals will include undergraduate interaction.

Budget:

- Awards up to suggested maximum of \$2,200 are commonly approved.
- Budgets higher than this (i.e. for international visitors) will be considered, but the extra cost must be clearly justified by articulating the specific added value to DU undergraduate students. For proposed budgets above \$2.2k, proposers are encouraged to highlight their efforts to keep costs within the suggested range, and some cost-sharing by proposing department may be additionally suggested.

Category	Amount
Honorarium (if any)	
Travel	
Lodging	
Communal Meals	
Lecture Refreshments	
Other (please specify)	
Total Amount Requested	

Advertising: Please describe plans for advertising the activities of the visitor & include a one page draft Press Release announcing the visit and why undergrads should be interested.

Assessment: The faculty sponsor is responsible for conducting assessment as described in the Assessment Form available at the DU Portfolio page for the NSM Faculty Committee. Please describe any additional plans for assessing and/or evaluating the impact of the visit. Assessment summary is due to NSMFC within 2 weeks of Visitor's stay; please do not submit raw survey materials. Quality assessment is key to sustaining funds for this program!

GENERAL TIPS AND EXPECTATIONS:

The Visiting Scholar Program was originally funded by gifts from the Marsico family, and now is part of NSM budget. As originally intended, visiting scholars were meant to interact with our *UNDERGRADUATES*. Continuing in that spirit, it is important for proposals to emphasize making the scholar available to undergraduates in and outside of classes.

Short term = less than one week, typically 2 or 3 nights.

Medium term = more than one week, but much less than one quarter.

Long term = one quarter, proposed and funded by the Provost's office.

Typical funding support is about \$1500 – 2200, depending on length of stay and other special justifications. Be aware of restrictions on meal receipt requirements, tax exemption, etc. No alcohol may be charged to the budget. Departmental administrators can help you with these details and can help find discounted rates for guest staying at local hotels that have DU contract deals.

See note on previous page about budgets higher than \$2,200.

Proposals will be accepted from all faculty lines. Proposing faculty are encouraged to contact the NSMFC Chairperson about any questions in advance of submitting proposal.

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Proposals are reviewed on a rolling basis and must be received at least three weeks prior to a proposed visit.

Be sure to assess the visit in real time! See online forms for this.

Final reports are due within 2 weeks of the guest's departure, and must include narrative, assessment results and financials.

Updated 03-Jul-17 J.A. Huffman