

UNL Convocations Committee Application Guidelines

Convocations Committee funding is tied to the University Foundation, and the amount of money available varies from year to year based upon the earnings of the endowment Palladian-Avery Lectureship Fund. The Committee seeks to distribute these funds via small grants to as broad a spectrum of departments and programs as feasible. The Committee is composed of faculty, staff, and student representatives. Funds are distributed once per semester, and the application process is competitive. Therefore, we provide the following guidelines to assist you in this application process.

While funds may be granted for a wide variety of purposes, as a rule, the Committee looks most favorably upon applications that fall within the following parameters:

1. Because the funds are limited, the Committee will favor applications that benefit as wide an audience as possible. Interdisciplinary applications are encouraged.
2. Preference will be given to the program that will be open to the public and where the charge for admission is modest or non-existent.
3. Grant requests most likely to be funded will be for \$750 - \$1000. Rarely will requests beyond \$1000 be considered. The Committee reserves the right to fund at a lower or higher level than requested.
4. We encourage applicants to secure as many other sources of funding as possible and to indicate those sources on the application. The Committee favors joint financial support of programming.
5. Deadlines are adhered to stringently, and funding requests which are received beyond the published deadlines (information on deadlines is available via email announcements at the beginning of each term and from the Academic Senate Office) will not be considered. However, if the deadline should fall on a weekend, applications will be accepted the following business day.
6. Because funding is limited, competition is sometimes harsh. The Committee suggests that applicants carefully consult with their colleagues to determine whether they are in competition within their own department. Generally speaking, no department will be funded more than once per term, although the Committee reserves the right to do so should the funding allow.

**IT MUST BE STATED IN ALL PRINT ADVERTISING AND PUBLIC PRESENTATIONS
THAT THE GUEST SPEAKER/EVENT RECEIVED FUNDING SUPPORT FROM THE UNL
FACULTY SENATE CONVOCATIONS COMMITTEE.**

UNL Convocations Committee Application Scoring Rubric

Criterion	Strong	Satisfactory	Developing	Insufficient
Overall	The proposal is complete and clear, with strong evidence of careful planning and thoughts. Score: 8-10	The proposal is complete and clear, with adequate evidence of careful planning and thoughts. Score: 5-7	The proposal is complete and vague, with weak evidence of careful planning and thoughts. Scores: 3-4	The proposal is incomplete and vague, with insufficient evidence of careful planning and thoughts. Score: 0-2
Scholar	The visiting scholar's qualifications are strong based on their significance/merit of scientific/creative work. Score: 15-20	The visiting scholar's qualifications are adequate based on their significance/merit of scientific/creative work. Score: 6-14	The visiting scholar's qualifications are weak based on their significance/merit of scientific/creative work. Score: 3-5	The visiting scholar's qualifications are not a good match based on their significance/merit of scientific/creative work. Score: 0-2
Scope	The visiting scholar will highly appeal to a broad university community with a high degree of possible interaction with faculty and staff and appeal to more than one department of discipline. A free lecture will be open to the public. Score: 22-30	The visiting scholar will appeal to a broad university community with an adequate degree of possible interaction with faculty and staff and appeal to more than one department of discipline. A free lecture will be open to the public. Score: 11-21	The visiting scholar will appeal to a broad university community with some degree of possible interaction with faculty and staff and only appeal to one department of discipline. A free lecture will be open to the public. Score: 3-10	The visiting scholar will appeal to a limited university community with a limited degree of possible interaction with faculty and staff and only appeal to one department of discipline. A free lecture will be open to the public. Score: 0-2
Student	The visiting scholar's time is fully utilized to maximize contact with students. Score: 20-25	The visiting scholar's time is adequately utilized to maximize contact with students. Score: 10-19	The visiting scholar's time is inadequately utilized with limited interaction with students. Score: 4-9	The visiting scholar's time is poorly utilized regarding students' interaction. Score: 0-3
Budget	The budget is complete with specific details, and estimated expenses are reasonable (e.g., honorarium). Additional funding is being sought and is specified clearly in terms of amount(s) and source(s). Score: 12-15	The budget is complete with adequate details, and estimated expenses are reasonable (e.g., honorarium). Additional funding is being sought and is specified adequately in terms of amount(s) and source(s). Score: 6-11	The budget is complete with limited details, and estimated expenses are reasonable (e.g., honorarium). Additional funding is being sought with no specific details in terms of amount(s) and source(s). Score: 3-5	The budget is incomplete. Additional funding is not specified. Score: 0-2
Recommend Funding?	Total Score: 77-100 Yes	Total Score: 38-72 Yes	Total Score: 16-33 Conditional Yes	Total Score: 0-11 No