

October 20, 2017

**MEMORANDUM**

**TO:** History Faculty

**FROM:** David Vaught, Head of Department  
Members of the Executive Committee

**SUBJECT:** Process for Choosing Outside Speakers for Department Colloquia

The department has \$10,000 budgeted for colloquia speakers—two per semester at \$2,500 per speaker. The process outlined here gives faculty members the opportunity to propose speakers. On or about November 1 (for speakers coming to campus the following spring semester) and April 1 (for speakers the following fall semester), the department head will distribute a call for proposals, with submissions due a month later.

When submitting requests, faculty members should provide a 200-word proposal detailing the scholarly qualifications of the speaker; the importance of the speaker's proposed talk; if needed, additional funding strategies (e.g., from the Glasscock Center, Bush School, etc.); and the tentative dates of the campus visit. Proposals should also suggest undergraduate courses, graduate seminars, and/or professional development workshops for graduate students to which the visitor might speak while on campus. The Executive Committee will evaluate the proposals and choose the speakers. There will be no constraints on how often faculty members may submit proposals, but preference will be given to those who have waited the longest to bring in a speaker. For purposes of getting started for this spring's colloquia, the slate will be wiped clean so as not to disadvantage any faculty member from submitting a proposal.