GRADUATE COLLOQUIUM PROGRAM GUIDELINES
GRADUATE COLLOQUIUM COMMITTEE
NORTHERN ILLINOIS UNIVERSITY

INTRODUCTION

The graduate colloquium program, established in 1966, is supported entirely by fees paid by graduate-level students. It is overseen by the Graduate Colloquium Committee, which cosponsors lectures, seminars, and creative presentations that make it possible for graduate students, the University community and general public to hear and meet leading scholars, artists, professionals, and public figures. In addition, the Committee may sponsor other projects that are judged to be of academic benefit to graduate students at Northern Illinois University, if these conform to Board of Trustees policy governing the disposition of student fee revenues. Colloquium funds are administered through the office of the dean of the Graduate School.
The Graduate Colloquium Committee is a standing committee of the Graduate Council. Its chair is a faculty member of the Council and its vice-chair is a student member of the Committee, elected by and from the student members. There may be more than one vice-chair. The chair and vice-chair(s) together constitute the Executive Committee. Membership includes graduate students and graduate faculty members from each of the university's colleges offering graduate degrees, with the associate dean of the Graduate School participating as an ex officio, nonvoting member. The Committee shall consist of no more than 20 members, with students comprising a majority of voting members.

The sponsorship of a graduate colloquium involves cooperation between the Graduate School and an eligible department, program, or center. No Graduate Colloquium event can be funded unless a proposal is submitted, and approved by the Graduate Colloquium Committee or its Executive Committee. These guidelines are designed to assist applicants in preparing proposals and planning for speakers' visits to campus. All questions and correspondence relating to colloquium proposals can be addressed to the Committee through the associate dean of the Graduate School.

DEVELOPING A PROPOSAL FOR COLLOQUIUM FUNDS

A. Who May Apply

Proposals may be submitted by graduate students or graduate faculty working with their graduate students. Each colloquium is to be cosponsored by at least one graduate department or approved academic program or center. Graduate students must be involved in speaker and topic selection, proposal preparation, and speaker arrangements, and the proposal must indicate their role in the process.
The Committee encourages applicants to develop proposals cosponsored by several departments or academic centers. In all cases, one designated sponsoring applicant should be responsible for coordinating the event, and serve as contact person. If the colloquium budget is to be distributed among the cosponsoring departments, an explanation of this distribution should be included with the proposal.

B. What May (and May Not) Be Funded

Application can be made for funds to cosponsor a lecture, seminar, workshop, and/or performance by a visiting speaker or analogous presentation(s) by a performing artist or group. A lecture should be a presentation of information suited to a relatively broad university audience. A seminar can be a presentation of information suited to an audience of persons familiar with the field of competence of the speaker. The lecture must be open, on a priority basis, to graduate students and, space permitting, to other members of the community. This presentation must be at the DeKalb campus of NIU, as only on-campus students pay the colloquium fee. No charges may be imposed on those attending an event cosponsored by the Graduate Colloquium Committee. The Committee will not provide funds to support speakers in a regular curricular offering of the university or in any activity with admission restrictions. Persons concurrently employed by NIU—whether on a permanent or temporary basis—cannot be compensated as colloquium speakers. The committee does not fund receptions, host meals, or other "social expenses" connected with a speaker's visit, nor does it finance publicity beyond posters.

C. Preparing a Budget (see also SAMPLE BUDGET FORMAT, p. 16)

It is wise to develop a tentative budget before contacting a potential speaker. There are two elements to the budget: the offer to the speaker (which may be covered by the Colloquium), and additional expenses (which are not eligible for Colloquium funding.)

In all cases, what will be paid to the speaker is a single "lump sum," described as an honorarium, which may serve as travel reimbursement, speaker fee, or some combination of the two. However, this is not technically a payment of travel expenses but is, rather, a lump sum payment for services. It is not necessary to provide a detailed budget for any proposal requesting $400 or less from the Colloquium Committee. Any proposal for which the total disbursement to the speaker is $400 or less should simply request the amount sought from the Graduate Colloquium Committee as a lump sum speaker fee. However, if the total budget is over $400—even if what is requested from the Graduate Colloquium Committee is less than $400—a projected itemized budget should be presented.

In an itemized budget, the offer to the speaker is the sum of: (1) a speaker fee, (2) transportation costs, (3) lodging, (4) a per-diem allowance for food/beverages, and (5) other related expenses (not funded by the Colloquium and listed in a separate section).

The Committee is prepared to cooperate in partial funding of proposals for which there is support from other sources (e.g. departmental or college funds, overhead funds, funds from the SA Speakers Committee or from the dean of the Graduate School). The Committee expects that a full budget for the event be attached to the proposal, with clear indications of the contributions requested/committed from other sources. Before the offer, which will represent the total of all funds to be offered to the speaker, can be made, firm commitments of all additional, non-Colloquium funding must have been made by the persons with the appropriate fiscal authority. Also, if additional support for a particular event is obtained after Colloquium funds are granted, the committee must be notified of the nature and amount of additional sponsorship.

The eventual offer to the speaker becomes a contractual obligation representing the maximum the Committee will authorize in payment to the speaker.

PLEASE NOTE: If using Departmental funding, in addition to requesting Colloquium funding, the department must first create a check request with that department's own account information, contribution amounts with authorized signature, and *then* forward to the Graduate School so that we may add our own account information and contribution amount with the Deans signature.

The Colloquium Office does NOT have authority to signoff for departmental funding.

D. Special Speaker Series

In some departments and centers there is a tradition of inviting several speakers for a modest sum (e.g., $50 or $100 as the total payment to each speaker), in order to schedule a series of speakers over the course of a semester. Instead of developing a full proposal for each speaker, the academic unit may submit a single proposal that includes a list of speakers (and several alternates, if desired) with a summary c.v. or scholarly-directory information for each, and an anticipated schedule for the colloquia. On the basis of this information, the Committee would give conditional approval for funds up to the planning parameter. This approval will subsequently become definitive when titles and dates are furnished to the Committee. Such series are encouraged as means to expose students to a number and variety of speakers at moderate cost. Support for speaker series is charged against a unit's overall "planning parameter" for the year; there is no separate pool of funds to support such activities.

E. Contacting the Potential Speaker

The choice of a proposed guest lecturer or artist is left to the applying unit. It is the responsibility of the applying unit to contact the speaker to ascertain their willingness to speak at NIU and to arrange the appropriate date(s) <u>before</u> a proposal is submitted to the Graduate School. Graduate students must be involved in the selection process. In contacting a potential speaker to discuss a willingness to visit NIU, the applicant should be cautious that an inquiry does not appear to be a commitment, unless the department has access to funds that can support this visit if, for any reason, the Committee does not approve the proposal.

Communication with the speaker about remuneration should be undertaken with four points in mind:

(1) The breakdown of the budget should not be communicated to the speaker; the offer is extended in terms of a single, "bottom-line" sum that includes the speaker fee and all expenses to be borne by the speaker.

(2) This total figure is treated by the Colloquium Committee as all-inclusive and final. Accordingly, the applicant should not lead the potential speaker to believe any payment will take the form of "fee plus all expenses" unless, of course, the applicant has other funds to cover extra expenses the speaker might incur.

(3) Although the Committee requires an itemized budget to assess the appropriateness of anticipated expenditures when reviewing the original proposal, the Colloquium program does NOT require receipts or otherwise track actual expenditures. Therefore, if the speaker chooses to spend more than was anticipated in the proposal budget (e.g., staying at a more expensive hotel),

there will be NO additional allocations to the speaker to cover such expenditures. Details of itemized budgets should not be provided to the speaker, only the total amount that the proposal is requesting.
(4) Payment can only be made to the speaker -- not, for instance, to any organization for which the speaker works, an agent, or other third party, except in extraordinary circumstances and with the prior consent of the Committee. Contact the Colloquium Office as soon as possible if the speaker requests another payment arrangement.

F. The Approval Process

1. Preparing and Transmitting the Proposal

The task of preparing a proposal consists of determining date(s) (even if only approximate), gathering information about the speaker (summary c.v. or copy of scholarly-directory information), assembling the budget, providing the committee with a justification of the topic and speaker, and providing the committee with a summary of the role of the Graduate Students in arranging the Colloquium Event. The proposal is submitted via the online form. Please follow the provided instructions on the Speaker Page.

2. Role of Graduate Students

The existence of the Graduate Colloquium Program is entirely dependent on the NIU graduate-level student body, as their fees make it possible, and its primary objective, by definition, is to benefit those students. For this reason, a fundamental expectation of this program is that graduate students are a vital part of the process. There is no more important area in the process than that of the role of student involvement in the topic and speaker-selection stage. The Colloquium Office has available on file descriptions of some units' procedures which can be provided for guidance. In addition, below are some suggestions to facilitate the graduate students' role in this process. Proposals that do not meet these expectations are likely to be tabled or denied.
Graduate students' involvement in speaker selection should be meaningful and effective, not perfunctory, and should involve a systematic, relatively formal, department-wide process. There must be clear evidence of students' involvement at all stages. Not only should the students constitute the majority in the final voting/selection process, they should also be involved in the initial generation of topics and potential speaker names, and any ranking or winnowing of initial suggestions. This does not mean that faculty must be excluded. Faculty are often extremely valuable resources, as they are likely to have an idea of speakers who would interest students, to be better able to gauge the likelihood that a given speaker might be available to speak at NIU, and to be very helpful in contacting either speakers or potential cosponsors in other departments. It does, however, mean that graduate students should be comprehensively involved in generating and selecting the names of potential speakers. (Whoever nominates a given speaker should be prepared to follow up, gathering speaker biographic information and assisting with proposal development.)

There should be a substantial number of graduate students consulted throughout the proposal process. This consultation procedure should involve a canvassing of students throughout the department, and allow a viable means for graduate students to express their approval or concerns without fear of repercussions. If a department has several disciplinary subdivisions within it, students across all such areas should have the opportunity to be involved over the course of each

annual colloquium cycle, or in alternating years.. It is understood that it may be impossible to bring in speakers representing all fields in the department each year, but over a period of a few years, all areas should have the opportunity to propose/invite speakers. It is also understood that students cannot be compelled to participate, and not all will choose to do so; but departments must make good-faith efforts to involve graduate students in a meaningful way in developing colloquium proposals.

How to obtain student input? Polling of all graduate students in the department by memo is one means; using a group of student representatives elected by the graduate students to do the canvassing is another. Inappropriate means of securing student input include circulating a sign-up sheet in a class to endorse a faculty-selected speaker, or asking one or two (non-representative) students to sign on to a proposal, or just putting a token student or two on a faculty-dominated speaker-selection committee.
Although not a requirement), many departments have developed a colloquium committee with student members elected by graduate students, in an effort to facilitate the proposal process. Alternatively, there may be a graduate-student organization already in place that could be charged with the primary responsibility for colloquium proposals.
The Graduate Colloquium Committee will gladly review a departmental committee's proposal process, to ensure that all expectations are being met adequately, to provide helpful feedback on selected areas when needed, and to help avoid the frustrations of tabled or returned proposals. Departments are therefore encouraged to submit descriptions of their procedures to the Colloquium Committee for review (which could also shorten future proposals, once a viable procedure is in place and recognized by the Committee!)

3. Title/Date
The title and date of the lecture should be settled as soon as possible. This is important for publicity purposes. All colloquia for which data are finalized by press time are included in the Graduate Student Newsletter, the Colloquium website, and the NIU online Calendar of Events. Ordinarily, the public lecture should not be scheduled during a university recess, examination week or on a weekend.

4. Justification Section
The justification of the lecture and/or seminar should include a narrative of the academic importance of each of these events, especially as they relate to graduate-level students. This section should not simply reemphasize the eminence of the speaker, but should instead explain the significance of the particular topic(s) of the presentation(s)/ performance(s) in the context of the discipline; insofar as possible, this explanation should be made in terms comprehensible to persons outside the speaker's area of expertise.

5. Speaker Qualifications
For the qualifications of the speaker, it is not necessary to obtain a full curriculum vitae. A summary c.v. or biographical summary (see example at the end of these guidelines) should not exceed two pages in length. A copy of scholarly-directory information about the speaker (e.g., from the Directory of American Scholars or American Men and Women of Science) can be utilized. The Committee needs to be able to determine that the speaker has an adequate background to present on the proposed topic, but does not need to know the speaker's entire

career history or publication listing. What is presented, while brief, should be sufficiently informative that the Committee can assess the proposed speaker's qualifications. The Committee is not able to evaluate proposals lacking any such information.

5. Signature(s)
The signed copy of the proposal needs to have the signature of the Chair or Director of the applying unit.

6. Deadlines for Submission
See website. Deadline announcements will also be distributed to chair/directors of all units.

G. Window-of-Opportunity Proposals

A. “Window-of-Opportunity” proposals – Generally, these proposals are considered when the sponsoring applicant has belatedly discovered that a potential speaker will be in the area and could be brought to NIU at modest additional cost, or similar extraordinary situations. The Committee generally discourages submission of proposals under this category which are simply because the unit has been delayed in meeting one of the announced deadlines. The applicant/department should contact the Graduate School promptly when the opportunity first becomes evident. If swift action on the proposal is required, prior to the next meeting of the full committee, the Executive Committee of the Graduate Colloquium Committee is empowered to act on the Committee's behalf. "Window-of-opportunity" proposals should nevertheless be complete proposals, prepared in accordance with the colloquium guidelines, and are counted against a unit's "planning parameter" just as other proposals are; there is no separate reserve of funds from which they can be funded. Only in extraordinary circumstances will proposals submitted less than two weeks before the proposed visit be considered for funding. Also, proposals received very close to or after the speaker's visit will ordinarily not be funded, not only because the colloquium funds then appear unnecessary to the event, but particularly because the opportunity for broad publicity among students and proper acknowledgment of colloquium funding is lost.

H. Responsibilities of the Graduate School/Colloquium Office

1. Offering the Contract
After the Graduate Colloquium Committee approves a speaker and the cosponsoring applicant confirms the details, the associate dean of the Graduate School sends an Offer Letter to the speaker which serves as the contract with the speaker. Required tax and payment forms which must be completed by the speaker are included with the Offer Letter, with instructions to return the SIGNED, ORIGINAL forms directly to the Colloquium office prior to the event, if possible. The speaker's acceptance of this offer concludes the contract. If the speaker fails to return the required forms prior to the event, they must complete these forms at the time of their visit to the campus and the forms returned promptly to the Colloquium office before payment can be made to the speaker. If the speaker is not a US Citizen for tax purposes they are required to complete the FNIF (Foreign National Information Form) is necessary. This must be completed well in advance of the speaker’s visit to NIU or the Colloquium office can **NOT** guarantee that NIU will

be able to pay the speaker. If the speaker will need to complete this form please contact the Colloquium Office as early as possible.

2. Publicity
The colloquia are publicized via a speaker list posted on the Colloquium program website and on the NIU online Calendar of Events. If requested, the graduate staff assistant for colloquia prepares standard 11” x 17” posters advertising the speaker's visit, to be placed by the applicant at pertinent locations on campus. These posters will be pre-stamped with a posting permission stamp. Any additional advertising, including in the NIU Northern Star or other newspapers, must be arranged by the individual unit. If any individual or unit distributes additional information about a speaker's visit, the cosponsorship of the Graduate Colloquium Committee must be acknowledged by inclusion of the phrase, “Cosponsored by the Graduate Colloquium Committee and the ….” Failure to do so may jeopardize future funding.

3. Processing Payment to the Speaker
The speaker will be paid from contractual funds administered for the Graduate Colloquium Committee by the associate dean of the Graduate School. After receipt of an email confirmation from the sponsoring applicant indicating that the colloquium took place as scheduled and receipt of the required SIGNED ORIGINAL tax and payment forms by the Colloquium office, the Graduate School initiates processing of payment to the speaker. The required forms currently include a W-9 tax form (if a U.S. citizen, or equivalent for tax purposes) and/or Foreign National Information Form (depending on status, may require both). In addition, all speakers must complete the Independent Contractor Certified Work Statement. Checks are typically mailed by the Accounting Office approximately two-three weeks after the event, but the timing cannot be guaranteed.

I. Responsibilities of the Colloquium Host (sponsoring applicant and/or unit)

1. Communicate to the Graduate School information regarding the title, date, time and place of the presentation(s), and any subsequent changes in these details.

2. Distribute the posters publicizing the lecture and/or seminar (the sponsoring applicant will be notified when posters are ready).

3. Assist speakers with their arrangements, including accommodation reservations (speakers usually stay in the Holmes Student Center Hotel for convenience), transportation, etc.

4. Communication with the speaker regarding all the logistical details of the visit. The Graduate School limits itself to sending the speaker an offering letter; all other correspondence is handled by the sponsoring applicant.

5. Make arrangements for any special equipment (e.g. projector, screen, lectern, sound equipment, computer, water pitchers) the speaker may need, reservation of rooms, arranging refreshments, etc. Note that any expenses related to such needs are NOT funded by the Colloquium).

6. After completion of the event, sending a confirmation email to the Colloquium office and make sure SIGNED ORIGINAL payment forms have been properly submitted to initiate payment to the speaker.

7. Arrange to have the check request created if the proposal calls for departmental funding in addition to Colloquium funding. (See ‘C. Preparing a budget’) See that the check request is routed to the Graduate School