

**Distinguished Visitor Proposal**

*Click in grey fields below to enter text. Use extra space as needed.*

*Please do not convert this form to a .pdf; leave it in .docx format.*

**Category:**  **Standard Short Visit (2**–**4 days)**

**Brief Residency (1**–**8 weeks)**

**Recurring Visits (3**–**4 visits over the course of one semester)**

**Note About Semester-Long Appointments**:*Periodically the Hendrix-Murphy Foundation may underwrite a semester-length visit relating to literature and language. As faculty appointments, these entail a more complex approval process in coordination with Academic Affairs. Contact the Director for more information and to request a proposal form.*

**Proposer Name/s and Title/s:**

**Name of Proposed Visitor:**

**Proposed Visitor’s Field and Genre** *(Be specific and succinct, e.g., “French-English translator”; “lyric essayist”; “scholar of Restoration drama”)*:

**Preferred Visit Dates:**

**Alternate Dates** (if first choice of semester/weekday is not possible):

**Abstract: State the main goals and central activity of the visit in 150**–**200 words. If your proposal is funded, this abstract may be used for publicity.**

**1. Is this visit directly linked to a literature or language course?**  **Yes**  **No**

***If yes:* Code and Title of Course:**

**2. List any additional sources of funding this visit for which you have applied or which you have already received.**

**3. Narrative (1**–**2 pages—Please use additional space as needed):**

Describe the proposed visit, focusing on its learning goals and the central questions or topics to be addressed or explored. The relevance to curricular programs in literature and language at Hendrix College should be made clear. Be sure to include:

* qualifications that distinguish this proposed visitor
* specific classes and student organizations relevant to this visitor’s expertise (first, contact the relevant faculty and staff to ensure their interest and the feasibility of partnering)
* expected educational benefits to students
* proposed timeline of activities and events during the visit

The Foundation encourages proposals that maximize meaningful contact and exchange between students and the visitor.

Please provide the proposed visitor’s professional website address or a CV. For a semester-long teaching appointment, the CV is needed.

**4. Contact the proposed visitor to find out the following:**

(1) Booking agency (if any)—name and contact information:

(2) Preferred timeframe and potential availability:

Fall  Spring Other specifications, if any (days of week, times to avoid, etc.):

*Note: This is only to give a general sense of when the visit might be feasible. Foundation staff will coordinate scheduling if the proposal is approved.*

(3) Honorarium: $

(4) The proposed visitor is currently based in       (location).

***Please read and sign if you agree:*** If this visit is funded, I will

* submit all reimbursable receipts to the Hendrix-Murphy Foundation’s Office and Building Manager;
* assist the Hendrix-Murphy Foundation in evaluation and assessment by tracking numbers of participants and estimated active learning-hours and gathering evaluative comments from the participating students;
* credit the Hendrix-Murphy Foundation Programs in Literature and Language in any publicity or publications involving this project.

Printed signature/s

**The deadlines** for proposal applications:

**October 1, February 1, or April 1**

for visits occurring in the following academic year.

For longer residencies or more expensive visits, applicants are encouraged to use the October deadline.

***Please email completed application and any supporting materials to***

[***Hendrix-Murphy@hendrix.edu***](mailto:Hendrix-Murphy@hendrix.edu) ***with a cc to your department and area chairs.***

***Thank you for your proposal!***