

## Faculty Seminar Guidelines for Application

**New and renewal proposals for 2016-17 are due Monday, April 18, 2016.  
Requests for 2015-16 will be reviewed and funded, if possible, on a rolling basis.**

Five College Faculty Seminars bring together faculty members from three or more of the five campuses to exchange ideas, discuss works-in-progress, and on occasion host guest speakers. Their formats vary according to the needs and interests of those participating, as does meeting frequency. Seminars are funded for the academic year on a year-to-year basis. Allocations never exceed \$1,000.

### Guidelines

- To be eligible for funding, a seminar should include members from all five colleges, but three- and four-college seminars are possible.
- Guest speakers should constitute an occasional rather than regular feature.
- Seminar funds may not be used to cover the cost of meals for members but may pay for meals of guest speakers (including five college faculty members) and for light refreshments at meetings (including beverages). Funds cannot be used to pay honoraria to faculty members from the five institutions.
- In general, seminars cannot be hosted at the Five College office but should meet in space provided free of charge on the campuses.

### Application Instructions

**Use the form found on our website (a Word Document) to submit your request to renew or create a seminar.** You can then either attach the document, once you've saved it to your desktop or file of your choice, to an email and send it to Marie Muir at [mmuir@fivecolleges.edu](mailto:mmuir@fivecolleges.edu) or, if you prefer, print it out and send it to her via inter office mail.

**Website address:** [www.fivecolleges.edu/faculty/faculty\\_seminars/faculty\\_seminar\\_guidelines](http://www.fivecolleges.edu/faculty/faculty_seminars/faculty_seminar_guidelines)

Include the following information in the letter of application:

- Name of Seminar
- Name(s) and phone number(s) of the person(s) responsible for administering the seminar
- Description of the organization and purpose of the seminar
- Number of meetings anticipated and a list of faculty members who have agreed to participate
- A budget of projected expenditures for activities proposed (i.e., expenses for speakers, meeting refreshments, special materials supporting seminar discussion, etc.)

To submit proposals, email Marie Muir ([mmuir@fivecolleges.edu](mailto:mmuir@fivecolleges.edu)) with subject line: Faculty Seminar or send it through campus mail to her attention.