

**Office of the Provost
and
Executive Vice President for
Academic Affairs**



**Martin Luther King, Jr. • César Chávez • Rosa Parks
Visiting Professors Program**

Nomination Form and Guidelines

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**Office of the Provost and Executive Vice President for Academic Affairs
Martin Luther King, Jr. • César Chávez • Rosa Parks
Visiting Professors Program**

Purpose of Program

Funded through both the University and the State of Michigan, the King • Chávez • Parks Program contributes to the intellectual diversity of the curriculum and the cocurriculum by providing students with exposure to guest faculty with diverse points of view and experiences. Some Visiting Professors have traditional scholarly backgrounds; others may be outstanding performers or practitioners in their fields of expertise. Visits are generally five days or fewer. Sponsoring departments are encouraged to include, as a part of a K • C • P Visit, activities with local K-12 schools and other area institutions of higher education.

Eligibility

Nominations for the Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors Program may be made by any University faculty member. *Nominations must be made in combination with matching funds from the nominator's academic department or unit and/or guaranteed from another source.* Nominations must also be approved by and submitted through the nominator's department chair and school or college dean. Nominations which are made in collaboration with other educational institutions in Michigan will be given the highest priority.

Nomination Procedures

A complete nomination for the Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors Program must include the following:

1. Nomination cover sheet (included with this document) with all appropriate signatures.
2. Letter of support from department or unit head; additional letters of support as appropriate.
3. Budget Narrative (not to exceed two pages) which should include:
 - Explanation of relationships of costs to the proposed activity.
 - Basis for cost estimates.
 - Description of source and amount of matching funds for visit.
4. Proposal Narrative (not to exceed three pages) which should include:
 - A concise description of the nature, objectives, and expected outcomes of the proposed visit and how it will meet the goals of the Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors Program.
 - A complete itinerary of activities for the proposed visit. Please designate public lectures and topics, classes to be taught on campus, functions which are collaborative efforts with other University units, those with local schools, etc. Please also include the numbers of students expected to participate in each activity.
5. Current vita or biography of candidate for Visiting Professor.

Please note: Incomplete nominations will not be reviewed.

Submission Deadlines

Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors grants are reviewed and awarded throughout the year. Nominations should be submitted at least thirty days prior to when the nominating department needs a decision regarding funding.

Applications should be submitted to:

*Office of the Vice Provost - Academic Affairs
3084 Fleming Administration Building - 1340*

Acknowledgments

All letters of invitation, advertising for public lectures, and correspondence associated with a visiting professor's activities shall acknowledge that support has been provided from the Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors Program and the Office of the Senior Vice Provost for Academic Affairs.

Certificate of Achievement

The Office of the Vice Provost will prepare a framed certificate documenting the Visiting Professor's participation in the Martin Luther King, Jr. • César Chávez • Rosa Parks Program. This certificate includes the seals of both the State of Michigan and the University, as well as original signatures of leadership in the Michigan State Legislature and the University. If at all possible, the certificates will be prepared by prior to the campus visit and may be presented by the sponsoring department. If timing does not allow for an on-campus presentation, we will mail the certificate at a later date to the Visiting Professor.

Required Reports and Transfer of Funds

No later than thirty days following the completion of the visiting professor's activities, the sponsoring department must submit a report to the Office of the Senior Vice Provost - Academic Affairs. A reporting form is provided with all letters of award. A final detailing of actual expenses and copies of receipts must be submitted before the transfer of grant funds will take place. This report should also include copies of final itineraries, news articles about the visit, copies of publicity for the visit, etc.

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**Nomination Cover Sheet
Page One**

Nominator Information

Nominator's Name _____ Date _____
Faculty Rank _____ Department(s) _____
Campus Mailing Address (include zip) _____
Campus Phone _____ Email Address _____

Visiting Professor Candidate Information

Name _____ Male ___ Female ___

Name as it should appear on official K • C • P certificate (if different than above)

U.S. Citizen? Yes ___ No ___ If no, Type of Visa _____ Citizenship _____

Ethnic/Racial Background African American ___ Asian/Pacific American ___

Native American ___ Latino/a (Hispanic) American ___

Other (please specify) _____

Dates of Proposed Visit _____
From _____ To _____

Current Institutional Affiliation _____

List below the candidate's previous King • Cháve • Parks Visiting Professor experience (if any):

Name of Institution	Date of Visit	Courses Taught	Amount of Honorarium
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**Nomination Cover Sheet
 Page Two**

Budget Information	
Departmental Contribution	\$ _____
Other Contributions (Please specify source)	
_____	\$ _____
_____	\$ _____
Amount Requested from King • Chávez • Parks Program	\$ _____
Total Budget for Visit	\$ _____

Required Signatures		
_____	_____	
Nominator	Date	
_____	_____	_____
Department or Unit Head Name Printed	Signature	Date
_____	_____	_____
Dean or Director Name Printed	Signature	Date

Please complete and attach the following:

- This two-page application cover sheet with all appropriate signatures and budget summary
- Letter of support from department or unit head; additional letters of support as appropriate
- Budget Justification Narrative
- Proposal Narrative , including proposed itinerary of activities
- Current curriculum vita or biography of nominee

Please note: incomplete applications will not be reviewed.