

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

Nomination Form and Guidelines



Office of the Provost and Vice President for Academic Affairs

3084 Fleming Administration Building 1340

Phone 764-3982 FAX 764-454

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 by both the University and the State of Michigan, the King•Chávez•Parks Visiting Professor Program contributes to the intellectual diversity of the curriculum and the co-curriculum 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.

Preference may not be given to visiting professors on the basis of race, color, ethnicity, gender, or national origin. We encourage nominations for people with disabilities, and individuals from cultural, linguistic, geographic, and socio-economic backgrounds who would otherwise not adequately be represented on our faculty.

Any University faculty member can make nominations. Nominations must be made in combination with matching funds and be approved by the nominator's department chair and/or dean. Nominations should be submitted at least thirty days before a funding decision is required.

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) that 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. Specifically,

- A statement explaining how academically or economically disadvantaged students will be included as the target audience.

- A statement explaining how the instructor presents a unique perspective not already adequately represented among the faculty.

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. If events will be held off-campus, please include a justification of why and the transportation options that will not create attendance barriers for the target audience. 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 via hardcopy or email to:

Laura Harrington- lharring@umich.edu - Office of the Provost- 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 for Equity, Inclusion, and Academic Affairs 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. If at all possible, the certificates will be prepared 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 Vice Provost for Equity, Inclusion, and Academic Affairs. A report 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 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.

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

Nomination Cover Sheet

Nominator Information

Nominator's Name _____

Date _____

Faculty Rank _____

Department(s) _____

Campus Mailing Address _____

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/Permanent Resident? Yes ___ No ___

If no, Type of Visa _____ Citizenship _____

Ethnic/Racial Background (*responses are optional and will be used solely for statistical/reporting purposes*):

African American ___ Asian/Pacific American ___ Native American ___

Latino/a (Hispanic) American ___ White/Caucasian ___

Other (please specify) _____

Dates of Proposed Visit _____ - _____

Current Institutional Affiliation _____

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

Name of Institution _____

Date of Visit _____

Courses Taught _____

Amount of Honorarium _____

Budget Information

Departmental Contribution \$ _____

Other Contributions (Please specify source)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Amount Requested from King • Chavez Parks Program \$ _____

Total Budget for Visit \$ _____

Required Signatures

Nominator Date

Department/Unit Head Name Printed Signature Date

Dean or Director Name Printed Signature Date

Please complete and attach the following:

- This nomination 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 an explanation of how academically or economically disadvantaged students will be included as the target audience, how the instructor presents a unique perspective not already adequately represented among the faculty and a proposed itinerary of activities.
- Current curriculum vita or biography of nominee.

Please note: incomplete applications will not be reviewed.