**PLANNING AND BUDGETING GUIDELINES FOR HENDRIX-MURPHY FOUNDATION**

**2013-2014 Annual Program Proposals for**

**VISITORS OR RESIDENCIES**

***This proposal category is for programs that bring a visitor or visitors to campus, including proposals for the annual Murphy Visiting Poet series. Examples include literary or linguistic scholars, writers, translators, theatre directors, drama coaches, et al.***

***Following are budgeting guidelines and a sample of a typical short-term visitor schedule.***

**Honoraria**

***(Honoraria that exceed recommended amounts must be justified; see attached criteria.)***

Short-term visitor $1,500.00

Resident $1,000.00 per week

**Travel**

Little Rock Airport mileage and parking $100.00

(includes mileage for two trips to airport)

Visitor’s ground travel $100.00

Round trip air travel (check online for coach airfare)

**Entertainment**

Post-lecture reception $275.00-$375.00

Faculty dinner $300.00–$400.00

($25-$30 per person without wine, $30-$40 per person with wine)

Student luncheon $275.00-$325.00

Student workshop dinner $250.00–$350.00

Visitor meals $35.00 per day

 (no receipts required)

**Publicity**

For public presenters:

Postcard for campus & central Arkansas mailing $750.00

For other programs:

Posters and flyers for on-campus only $50.00

**See next page for honoraria criteria guidelines.HENDRIX-MURPHY FOUNDATION PROGRAMS IN LITERATURE AND LANGUAGE**

## Honoraria Guidelines

# Adopted by the Hendrix-Murphy Program and Evaluation Committee, September 2002

Any request for an honorarium higher than the amounts recommended below must include a statement justifying the exception. The statement should address issues listed in the criteria below.

Long-term residents. Visitors who stay on campus for a week or longer may receive **honoraria totaling $1,000 per week,** plus round trip air travel, lodging, meal allowance (one meal per day in the campus cafeteria or $35 per week), and rental auto allowance (typically 50% of total cost, but limited to $100 per week).

A resident’s duties customarily include instructional activities in classes, workshops, and play productions; making one or more public presentations during the residency; and meeting with students and faculty during informal meals or similar settings.

Short-term visitors. A visitor who is on campus for two to three days may receive an **honorarium of $1,500**, plus round trip travel, lodging, and meals. Honoraria should be less than $1,500 if the visitor is on campus less than two days and/or visits fewer than two classes.

A short-term visitor’s duties typically include making one or more public presentations, visiting at least two or three classes, and meeting with students and faculty over meals and other informal settings.

Visitors’ qualifications. A visitor should have achieved significant regional or sufficient national recognition as indicated by several if not all of the following criteria:

 1. competence demonstrated by rank and/or years of service in his/her professional field or institution;

 2. sufficient levels of written work accepted by peer review publications or reputable publishers;

 3. adequate numbers of professional organization reports or public presentations of artistic production, performances, exhibits, and other work;

 4. regional or national awards, honors, and prizes awarded by recognized institutions, associations, or other suitable organizations; and

 5. measurable quality of artistic production, performance, or other professional work in his/her field.

Exceptions. A program coordinator must justify a request for a higher honorarium than that listed above using the following criteria: A visitor should have achieved exceptional national or international recognition as measured by all or most of the following criteria:

 1. high rank and status accorded by the visitor’s academic, professional, artistic, or other appropriate institution;

 2. ample written work which has been published extensively in peer review publications or by reputable national or international publishers;

 3. outstanding reviews of written, artistic, or other professional work in national or international publications;

 4. extensive experience with reporting on professional work to appropriate national or international organizations, public presentations of artistic productions or performances, exhibits, or other professional or artistic work;

 5. national or international awards, honors, and prizes awarded by the most significant institutions, associations, or other organizations in the visitor’s field.

***SEE NEXT PAGE FOR TYPICAL SHORT-TERM VISITOR CAMPUS VISIT SCHEDULE***

***Suggested Campus Visit Schedule for Short-Term Visitor***

*PLEASE NOTE: Program coordinators are responsible for introducing or finding someone to introduce visiting lecturers at all public events and for escorting visitors to and from public events. Faculty coordinators also play an important role at student functions by facilitating interaction between visitors and students.*

Schedules may vary according to the visitor’s travel schedule. For example, the visitor may fly in the day of the public presentation, then visit classes and lunch with students the next day. The faculty dinner is usually before the public event, but if the visitors prefer not to dine then other arrangements may be made.

**First day**

(afternoon/evening) Arrive, (name of airline, flight number) Little Rock Airport

 (driver’s name)

(afternoon/evening) Check into Murphy Building

(evening) Dinner with faculty Murphy Seminar Room or

 restaurant

**Second day**

(morning) Class visit (name of class, faculty) (classroom)

(noon) Lunch with students Murphy Seminar Room

(afternoon) Class visit (name of class, faculty) (classroom)

5:30 p.m. Dinner with faculty (Murphy Seminar Room

 or local restaurant)

7 p.m. Depart for lecture hall

 [Faculty coordinator will escort visitor to Reves/Staples]

7:30 p.m. Public presentation

 [Faculty coordinator will introduce visitor] Reves or Staples

8:30 p.m. Reception (and book signing if appropriate) Trieschmann Gallery

 or Mills Lobby & Library

9:30 p.m. Return to Murphy Building

 [Faculty coordinator will escort visitor to building.]

**Third day**

(morning) Class visit (name of class, faculty) (classroom)

Noon to 1 p.m. Student luncheon Murphy Seminar Room

(afternoon) Return to airport (driver’s name) Little Rock Airport