



## 2010-2011 Interdisciplinary Arts Residency Program Proposal Guidelines

Funded by the Cluster Hires Initiative, the program enables the Arts Institute to support extended residencies for the benefit of all arts departments and programs of the University.

This program is interdepartmental and interdisciplinary and brings innovative artists to campus, allows students to undertake ambitious projects, provides course credit, and strengthens programmatic ties among individual departments, programs, and other campus and community arts entities.

### Key Components of the Residencies

**Arts Institute Funding:** The Arts Institute funds the artist's salary and benefits, course supplies and expenses, the residency publicity, and the associated outreach activities. If the proposal is successful, the Art Institute funds the cost of bringing the artist to campus for a planning visit.

**Arts Institute Staff Support:** The Arts Institute's Arts Residency Manager is a resource for and liaison among sponsoring departments, coordinates the artist planning visit, ensures that planning for the residency happens on schedule, assists the artist in securing housing, and is responsible for the promotion and marketing of the residency, including production of the official residency brochure.

**Sponsoring Department/Unit:** One or two departments serve as primary sponsors of the residency and provide the staff resources necessary to support the course and outreach activities. One of these primary sponsors must assume the role of "host" department of the residency. In addition to handling all matters relating to the administration of the appointment and of the course, the host department provides the visiting artist with a regularly-equipped office and an appropriate studio, rehearsal, or performance space.

**Co-sponsoring Department/Unit:** One or more other departments or programs must agree to co-sponsor the residency. These units are expected to cross-list the course and encourage their students to enroll. They should also include the residency's public events in any publicity they regularly generate, and generally involve the residency activities in their own programs (e.g. give extra credit to students who attend the public events or invite the artist to speak to one of their courses). Co-sponsors are also encouraged to contribute to the residency in other ways, such as providing space for an event or a course, providing mailing lists for event publicity, or funding a reception.

**Length:** Residencies are of extended duration, usually an entire semester. The program also has the flexibility to accommodate shorter intensive residencies, the duration of which should be negotiated with the Executive Committee.

**Course:** The artist teaches a three-credit interdisciplinary course, with the assistance of a faculty of record (see below).

**Public Event:** The artist presents one or more public events, such as directing a play, performing a recital, conducting a workshop, hosting a symposium, or curating an exhibition. All public events must be readily accessible to the university community, open to the public, and free of charge.

**Residency liaison:** A faculty or staff member must serve as the liaison for the residency. The liaison is the artist's primary contact and works most closely with the Arts Institute in the planning and conception of the residency as well as in the follow through. It is presumed that this individual is also submitting this application.

**Faculty of record:** The faculty of record must assist in creating the course syllabus, assist in screening students, monitor the course progress, verify final grades and be available for student concerns or questions following the end of the course. This may be the same person as the residency liaison.

For examples of past residencies, please see [www.arts.wisc.edu/artsinstitute/IAR/](http://www.arts.wisc.edu/artsinstitute/IAR/). To request copies of past residency brochures, please contact [kahewson@wisc.edu](mailto:kahewson@wisc.edu).

## Proposal Process

Units eligible to request funding are: 1) academic departments; and 2) officially recognized interdepartmental programs, centers, and institutes. Organizations outside of the university may co-sponsor residencies.

The Executive Committee will formally review Fall 2010 residency proposals in November 2009, and Spring 2011 proposals in March 2010. If no residency proposal is accepted, the Executive Committee will continue to review applications on a rolling basis until the residency has been chosen. Finalists will meet with the Executive Committee members in person.

*To submit a **Fall 2010 residency proposal** bring 14 hard copies of your proposal (with completed copies of the attached cover sheet and checklist) to 5542 Humanities Building no later than **November 2<sup>nd</sup>, 2009**.*

*To submit a **Spring 2011 residency proposal** bring 14 hard copies of your proposal (with completed copies of the attached cover sheet and checklist) to 5542 Humanities Building no later than **March 1<sup>st</sup>, 2009**.*

The Arts Institute is committed to working with departments to develop proposals that meet these guidelines. Kate Hewson, Arts Residency Manager, is available for consultation, including assisting in identifying possible co-sponsors, providing examples of prior successful residency applications, and reading and offering feedback on drafts of the proposal. Please contact Kate at [kahewson@wisc.edu](mailto:kahewson@wisc.edu) or 608-263-9290 for assistance.

Please feel free to contact Norma Saldivar, Arts Institute Executive Director, about possible residencies or with questions about nominating procedures or other issues at [nsaldivar@wisc.edu](mailto:nsaldivar@wisc.edu).



## Interdisciplinary Arts Residency Proposal Cover Sheet

Date \_\_\_\_\_

Person submitting the application/Residency liaison \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Name of proposed artist \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Begin and end dates of proposed residency \_\_\_\_\_ - \_\_\_\_\_

Host department \_\_\_\_\_

Chair \_\_\_\_\_

Professor of record \_\_\_\_\_

Timetable rep \_\_\_\_\_

Payroll specialist \_\_\_\_\_

Other co-sponsoring department(s)/program(s)/organization(s):

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## Interdisciplinary Arts Residency Proposal Checklist

Please attach the following:

- Description of the proposed residency
  - Career summary of proposed artist
  - Description of the collaborative and/or interdepartmental design of the proposed residency
  - Expected benefits to the enrolled students, to the sponsoring departments, and to the university and local arts community
  - Course description and draft syllabus for proposed course (minimum 3 credits)
  - Intended student audience for the course(s)
  - Description of proposed public event(s)
  - Office and/or studio space requirements for the residency
  
- Residency budget
  - Recommended artist salary (equivalent to the salary of mid-level faculty in the artist's field). See [www.rsp.wisc.edu/rates/index.html#fb](http://www.rsp.wisc.edu/rates/index.html#fb) to calculate fringe benefits.
  - Course expenses (supplies, assistants, equipment, space, materials).
  - Public event expenses (venue/staff, equipment, speaker honoraria, transportation, lodging, printed program, reception).
  - Public event publicity (advertising, mailers, posters, etc.).
  - Artist travel to and from Madison.
  
- Letter from the artist stating reasons for wishing to undertake the proposed residency, expected outcomes for the artist and for the UW, and artist's experience with teaching at the university level and with interdisciplinary work.
  
- Supplementary samples of the artist's work.
  
- Letter of agreement/support from the chair of the host department and any other primary sponsors, stating the department's willingness to administer the appointment, course(s), and public event(s), and to provide an equipped office space for the proposed artist.
  
- Letters of support from the chairs (or equivalent) of the co-sponsoring departments and programs, including information on the nature of any monetary or in-kind support that the co-sponsoring unit will provide.