

COTA DEI Visiting Guest Artist/Scholar Application Guidelines

The COTA DEI Committee offers grants in support of visiting guest artist/scholars. \$250 will be awarded to grant recipients upon acceptance from the committee. Please read the below guidelines before applying.

Timeline

Early Bird Deadline: for *Fall 2022 Semester Guests*: September 15, 2022: 11:59PM

Only up to 2 early bird guests awarded per unit.

Regular Deadline: for *Spring/Summer 2023 Guests*: December 1, 2022: 11:59PM

Purpose

Guest Artist/Scholars are intended for student classes/events, and curricular purposes. The goal of the grant is to infuse COTA with a diverse range of experiences and perspectives from artists and scholars in the arts.

A wide audience for guests is appreciated. While most applications serve the needs of a specific course, we also welcome joint/collaborative applications that may serve the greater, COTA population. *For instance, classes meeting at the same time combine to gain greater exposure to the guest, or faculty from across multiple units apply for a cross-disciplinary artist that reaches multiple student populations.*

Guidelines

The applicant must be from within KSU's College of the Arts.

Applications must be pre-approved by their unit Chair/Director.

All faculty (full-time, part-time) may apply.

COTA staff and administrators may apply.

All guest artist/scholars receive \$250.

The guest's fee may not be combined with other additional funds.

No single applicant may receive more than 2 grants per year.

A separate application is required if seeking multiple grants for a single guest.

Guest Artist/Scholar must complete their visit in the 22/23 Academic year.

Guests are not permitted for faculty/staff professional development purposes.

Applications will be evaluated using the published rubric, with consideration towards creating equity across the four units of COTA.

Guests must complete their contract and payment information in advance of their visit.

Guest Artist/Scholar will not be paid until after the completion of their visit.

Applicants are required to complete an exit survey after their guest visit.

*The committee reserves the right to not award all grants available in order to preserve the integrity of the award.