Sponsored Events Committee
Department of Spanish, Italian, and Portuguese
University of Virginia, Unceded Territory of the Monacan Nation

Overview
The Sponsored Events (SEC) committee is a standing committee composed of 5 members of the department, with at least one representative from each major constituency: graduate students, Academic General Faculty (AGF), and tenured/tenure-track faculty (TT). Its core mission is to fund and co-sponsor events related to research, teaching, and community engagement in the linguistic and cultural communities we engage with (for example, Spanish-, Italian-, and Portuguese-speaking communities; Latinx communities; Indigenous communities, etc.). In accordance with the department's commitment to transparency, diversity, equity, and inclusion, all members of the department, at all ranks, are eligible to apply for SEC funds, using a common application form. SEC members evaluate all applications according to the same criteria, listed on the rubric. The chair of SEC maintains a calendar with major department events and university holidays, making every effort to avoid schedule conflicts when approving events, and communicates these dates to members of the department.

Appointments
Committee members are appointed by the department Chair. Faculty members serve staggered two-year terms. After a member serves their term, they must wait two years before serving again. Any faculty member on the committee can serve as chair of SEC. The graduate student representative holds the graduate student seat on the committee.

Responsibilities
The core responsibilities of SEC are:
> • distributing event funds from budgets reserved for Spanish and Portuguese (typically $7,000/year) and Italian (typically $3,000/year)
> • reserving funds to co-sponsor events proposed by other departments, academic units, and student groups
> • collecting applications from event organizers using a form that is available to all members of the department (see Appendix 1, "Sponsored Events Application")
> • evaluating applications using a rubric (see Appendix 2, "Sponsored Events Rubric")
> • providing feedback to organizers about their proposals, including explanations of why they received full funding, partial funding, or no funding
> • scheduling events and communicating the schedule to department members
> • scheduling yearly events like the Distinguished Visiting Professorship and Gerszten Visiting Professor

Procedures
Twice a year, SEC members review applications for funding for events scheduled in the Fall and Spring semesters. As specified on the application form (see Appendix 1 below), the deadline for Fall events is July 31, and the deadline for Spring events is December 1. If funds are available, applications can be received outside of the standard schedule. Because of the large number of events organized in the department, SEC is unlikely to award more than $1,000 to a single application.

Requests for co-sponsorship from other departments, academic units, and student groups are not required to use the department application form. These requests will be evaluated orally or in writing by committee members, such as in a meeting, by email, in an online discussion forum, etc., as the requests are made. In the unusual case of a large request for co-sponsored funds (>$500) the committee may ask the organizer to use the department application so that the request is subject to the same evaluation criteria as are large requests made by SIP students and faculty.

SEC members evaluate all applications using the rubric developed by the committee in Summer 2019 (see Appendix 2 below). The rubric can be modified after discussion and majority vote in the committee. Any major changes must be communicated to members of the department in a timely manner so that organizers can prepare their applications accordingly. The chair of the committee is responsible for providing feedback to all applicants, including comments on why the event received full, partial, or zero funding, relative to the criteria on the rubric.

For events that are not sponsored with department funds, such as the Distinguished Visiting Professorship and Gerszten Family Visiting Professorship, the chair of SEC will work with members of the faculty to identify potential candidates, contact the top choice, and schedule events during their visit. Typically, these visiting professorships rotate among different research areas, such as Spanish peninsular, Latin American, and Italian.

Appendix 1: Sponsored Events Application

Application for SIP Event Funds

Deadline for Fall Events – July 31
Deadline for Spring Events – Dec 1

Contact Information
Name:
Email Address:
Date:

Funding Request
Amount requested from SIP:
Amount requested from other sources:
Have your other sources confirmed?
How will you proceed with your event if you do not receive full funding from SIP?
How will you use this funding? Please be as detailed as possible and attach a line-item budget if you have one.

Event Information
Event Title:
Event Date (please specify "proposed" or "confirmed"):
Collaborators:
Co-sponsors:
Expected Attendance (participants):
Expected Attendance (audience):

If your event has multiple components, such as a public lecture and a private lunch, please specify who will participate in each activity (faculty, staff, graduate students, undergraduates, other departments, programs, and centers):

Event Justification (300 words max)

How does your event contribute to the research and teaching mission of the department? Please briefly specify how your activity enhances graduate student research/professional development, the undergraduate experience, and/or community engagement.

Appendix 2: Sponsored Events Rubric

	Excellent (5)	Good (3)	Not Competitive (1)
Event Significance _____	Event enhances the intellectual and/or creative life of the department, either by contributing to existing efforts or suggesting new avenues of inquiry/artistic expression. Proposal clearly explains how the event will connect SIP to university and public audiences (if appropriate).	The proposal is fundable and articulates a contribution to intellectual/creative life of the department and/or university. The rationale is not fully explained and does not meet the highest standards of significance.	Event reflects the organizer's own research/creative agenda and does not support broader efforts in research or teaching. There is no indication that revising and resubmitting will change the nature of the event.
Use of Funds _____	Clear rationale for the amount requested. Organizer has a concrete plan to proceed with the event without the full amount requested from SIP.	The proposal explains a clear need for funds, but it is unclear how they would be spent. Ambiguous representation of external support or backup plan.	No sense of why funding is necessary, how funds will be spent, or how the organizer will proceed without support from SIP. No indication that revising and resubmitting will change this.

Funding Recommended _____	**Excellent**	**Good**	**Not Competitive**