

## **The Robert Sutherland Visitorship**

The Provost's Advisory Committee for the Promotion of the Arts invites nominations for the Robert Sutherland Visitorship.

The application deadline for the Robert Sutherland Visitorship is posted online annually each spring. Please submit all relevant materials via [pacpa.provost@queensu.ca](mailto:pacpa.provost@queensu.ca). All materials submitted are held in confidence. The Provost's Advisory Committee for the Promotion of the Arts reviews all applications and authorizes the allocation of grants.

If you have any questions regarding this application process, please send all enquiries to [pacpa.provost@queensu.ca](mailto:pacpa.provost@queensu.ca).

### **Background**

The first student and graduate of African descent at Queen's, Robert Sutherland, is one of the university's most important early benefactors. Originally from Jamaica, Mr. Sutherland received a degree in classics and mathematics in 1852, qualifying three years later as British North America's first known black lawyer. After a successful career in law and public service, Mr. Sutherland died in 1878 and left his entire estate of \$12,000 to Queen's – helping his alma mater escape potential financial disaster.

To honour our beloved alumnus, the university established the **Robert Sutherland Visitorship** in 1997 and in June 2014, through the generosity of the Joseph S. Stauffer Foundation, the **Robert Sutherland Visitorship** was endowed with a gift of \$100,000 made to the university.

### **Overview**

#### **I. Applicant Eligibility**

- All members of the Queen's community are welcome to submit a nomination to the Robert Sutherland Visitorship.

#### **II. Selection Process**

- The Provost's Advisory Committee for the Promotion of the Arts will meet to review applications in May. Successful applicants will be notified in writing no later than the end of June.

#### **III. Guidelines**

- Grants for the Robert Sutherland Visitorship are intended to assist in covering the costs of inviting distinguished speakers to the university and/or organizing a scholarly event.

- Applications should take into account the costs associated with ensuring the event is accessible to distinguished speakers and attendees with disabilities. Measures to accomplish accessibility may include: choosing wheelchair accessible facilities, arranging sign language.
- interpretation of the event, translation of presentation materials into other languages or alternate media, reimbursement of child care expenses and/or other ordinary costs associated with securing the participation of persons who could not otherwise take part in the event.
- Nominators are reminded that all events sponsored by Queen's University are to be accessible to people with disabilities. In their planning, nominators must give accessibility the highest priority.
- Successful applicants will make all arrangements for the visit and/or scholarly event and be responsible for hosting visitors while on campus.
- Individual, interdisciplinary and/or collaborative applications are equally eligible provided that the theme of the public lecture would appeal to the broader university community.
- In reaching its decision, the advisory committee looks at the suitability of the speaker and/or event, the impact the visit or event would have on enriching the broader learning environment, the topic, and the quality of the application.
- Visiting speakers must deliver a public lecture and meet formally and informally with appropriate segments of the Queen's and Kingston communities.
- Preference will be given to events that are scheduled during the traditional academic year of September to April.
- The advisory committee will not consider applications for expenses already incurred.
- Support from the Robert Sutherland Visitorship should be acknowledged in all publications, programs, credits, etc., and, where feasible, a copy or photocopy provided with the final report.
- Applications will be accepted for up to \$3,500. All items in the proposal must be justified and must include estimated costs associated with ensuring the event is accessible to people with disabilities.
- It is incumbent on the nominator to give careful consideration to accessibility when the proposed budget is developed.

#### IV. Terms and Conditions

- Although, the advisory committee recognizes the challenges of scheduling visits of distinguished speakers to campus, preference will be given to applications that are for lectures planned for the upcoming academic year. If you must defer the event until the following year due to circumstances beyond your control, an extension must be granted by the Office of the Provost.
- Within 90 days of the conclusion of the visit and/or scholarly event, all successful applicants must submit a report, including a breakdown of actual revenues and expenditures and a list of activities (lectures, classes, seminars etc.) associated with the invited speaker/event. Failure to submit a report to the Provost's Advisory Committee for the Promotion of the Arts will render the individual or group ineligible for future funding from the Robert Sutherland Visitorship.
- **Please note that any unused portion of an award be returned. The Provost's Advisory Committee for the Promotion of the Arts is not responsible for covering deficits of visits/events that cost more than the anticipated budget.**

#### V. Nomination Form

- A completed nomination form is essential for consideration by the Provost's Advisory Committee for the Promotion of the Arts.
- Applicants may vary the length of the sections, but the content is limited to five pages.
- You may include up to 10 pages of supporting documentation, such as curriculum vitae, letters of support, abstracts of previous keynote addresses etc.