The Brockington Visitorship and the Chancellor Dunning Trust Lectureship

The Provost’s Advisory Committee for the Promotion of the Arts invites nominations for the 2019-20 Brockington Visitorship and the Chancellor Dunning Trust Lectureship.

The application deadline for the 2019-20 Brockington Visitorship and the Chancellor Dunning Trust Lectureship is April 1, 2019 at 11:59 pm. Please submit all relevant materials via 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 provost@queensu.ca.

The Brockington Visitorship

The Brockington Visitorship was established in 1968 by a generous donation from Colonel R.S. McLaughlin for a five-year trial period in honour of Leonard Brockington, who was Rector of Queen’s University for 17 years. In 1974 permanent funding was received from the R.S. McLaughlin Foundation. The income from the trust is to be used to invite “a person of international distinction” to come to Queen’s to deliver a public lecture and to meet formally and informally with faculty and students.

The Chancellor Dunning Trust Lectureship

The Chancellor Dunning Trust Lectureship was established in 1946 by an anonymous donor who gave $100,000 to Queen’s University to establish a permanent tribute to Chancellor Charles A. Dunning. The income from the trust is to be used "to promote understanding and appreciation of the supreme importance of the dignity, freedom and responsibility of the individual person in human society".

The trustees of Queen’s University have agreed that this goal may best be accomplished by bringing to Queen’s distinguished speakers who would give public lectures and who would also meet with classes, groups and individuals at Queen’s and in the local community.

Overview

I. Applicant Eligibility

- All members of the Queen’s community are welcome to submit a nomination to both the Brockington Visitorship and the Chancellor Dunning Trust Lectureship.

- All members of the Kingston community are welcome to submit a nomination to the Chancellor Dunning Trust Lectureship. Please note that applications from community members will not be considered unless accompanied by a letter of support from a unit within Queen’s. The letter of support must be signed and detail the department’s
willingness to take responsibility for the lecture, including overseeing all financial aspects of the event.

II. Selection Process

- The Provost’s Advisory Committee for the Promotion of the Arts will meet to review applications in April 2019. Successful applicants will be notified in writing by May 31, 2019.

- The advisory committee reserves the right to consider Brockington applications for Dunning applications and vice versa if the application clearly meets the relevant criteria outlined in the terms of reference published on page one of this document.

III. Guidelines

- Grants for the Brockington Visitorship and the Chancellor Dunning Trust Lectureship are intended to assist in covering the costs of inviting distinguished speakers to the university. 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 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, the impact the visit will 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 Brockington applications for events given by individuals.

- 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 Brockington Visitorship or the Chancellor Dunning Trust Lectureship 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 $7,000** for the Brockington Visitorship and **up to $16,000** for the Chancellor Dunning Trust Lectureship. 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.

• After the visit, 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. 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 Brockington Visitorship and the Chancellor Dunning Trust Lectureship.

• **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 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.

*Revised: January 2019*