UNIVERSITY OF CENTRAL ARKANSAS | COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

UCA Artists in Residence
Faculty/Staff Guidelines

These guidelines explain how to carry out a successful residency.

Purpose of AiR: "To expand artistic opportunities that supplement and enhance university life and academic programs." ("Fine and Performing Arts Fee MOU," approved by UCA Board of Trustees, Feb. 2000)

Responsibilities

I. **Dean's Office**

The CAHSS dean's office:

1. **Contracting:** Negotiates and creates an inclusive contract covering artist fees, airfare, hotel (see item II.7), meals, and incidentals. The Provost and a UCA purchasing agent sign the contract, and the dean's office sends it to the artist or agent. (Note: The faculty member or department/school provides all ground transportation within Arkansas.)
2. **Press Releases**: Drafts a press release. Tiffany Head, Director of Media Relations, distributes it to news outlets statewide three weeks before the residency.
3. **Promotional Materials:** Designs and prints fall and spring CAHSS brochures listing all residencies. The college creates the official AiR poster and social media materials, delivers ten print copies (17 x 11 in) and electronic files to the faculty sponsor/department/school, and posts additional print copies across campus. The college also submits these materials to UCA Inform and to the Director of Media Relations.
4. **Payment Processing:** Creates and processes the purchase order to pay the artist/agency, then issues payment to the visitor's arrival at UCA.

II. **Faculty/Staff**

The department/school or an individual faculty member, in consultation with their department/school, handles the following duties:

1. **Activity Schedule**: Work with the artist(s) or agent to finalize the event dates, times, and activities using the AiR Checklist below, then submit it to Associate Dean Seymour. The dean's office requires this step before negotiating the contract.

2. **Event Venues**: Reserve venues for all residency activities within your department or school. For central venues (Windgate, Reynolds, McCastlain, College of Business Auditorium, Ida Waldran, Student Center, Amphitheatre, etc.), consult with CAHSS staff, who will secure those reservations. The dean's office requires this step before negotiating the contract.
3. **Extra Costs**: The CAHSS office maintains limited residency funding and covers only costs that you clearly stated in the application and that the dean's office approves. Extra costs may include program printing, direct costs for Reynolds or Windgate direct costs (staffing, projectors, etc.), police security, or special equipment rentals. (Note: The dean's office transfers funds for supplies and services will be transferred to your department **only** if you budgeted them in your original proposal and secured. Work with your administrative assistant to create and process purchase orders for supplies and services. Arts Fee funds generally cannot cover receptions or food.)
4. **Publicity Materials**: Provide CAHSS with an artist-approved bio and hi-resolution photos (including photographer credit) as early as possible for creation of the seasonal brochures. Develop a targeted publicity plan to reach professional organizations, specialized email lists, alumni, students.
5. **Itinerary and Logistics**: Create a final itinerary for the artist(s) and submit a copy to the dean's office. Schedule ground transportation for airport transfers and local travel between housing and campus (typically hosted by faculty colleagues). Arrange campus escorts, equipment/supplies transport, parking passes, and golf carts for individuals with mobility needs. (Note: The faculty member or department/school provides all ground transportation within Arkansas.)
6. **Technology Needs**: Reserve all necessary technology through your department administrative assistant. Route AV requests through AV Services, Conference Services, Reynolds, or Windgate as appropriate.
7. **Housing**: Consult with CAHSS to select housing options. Artists typically reserve and pay for their own lodging (hotel, Airbnb, etc.) through their inclusive fee. However, depending on overall scheduling and group size, CAHSS can offer a furnished two-bedroom, two-bath apartment free of charge courtesy of Engage Management.
8. **Event Introductions:** Introduce your artist(s) at each event. Recognize the Student Arts Fee for funding the Artists in Residence program, thank assisting collegues and staff, and acknowledge supporting sponsors (such as Hearne Fine Art, Pyramid Books, Engage Management).
9. **Communication:** Contact the Dean's Office immediately regarding any schedule changes.
10. **Assessment**: Record attendance numbers and demographic information for every event and submit this information to the CAHSS office at the end of the residency.

Artists in Residence Information Checklist

1. **Department/School Contact Person:** _____

   Telephone number: _____ Email address: _____

2. **Artist's Name:** _____

   Telephone number _____ Email address: _____

3. Agent's Name (if applicable) _____

   Telephone number: _____ Email address: _____

List of specific events to be carried out by the artist/scholar

Date	Time	Activity	Location

Please send all information, including general questions or updates, to Dr. Gayle Seymour, associate dean, McCastlain 110, gayles@uca.edu, 450-3295. Thank you!