



June 2008

Dear Applicant:

Thank you for your interest in the Chautauqua Institution Special Studies program. You can now complete, print, and submit the Special Studies proposal form online. Please complete the online application form found at www.ciweb.org under Special Studies. All fields must be completed even if you have been an instructor in the past. The application deadline for proposing a course for the 2009 summer season is October 1, 2008. Proposals must be submitted no later than October 1st to be accepted. Submission after October 1st will be considered late and reviewed after the final curriculum is set to fill any gaps. The final curriculum will be chosen by early December and applicants will be notified of our decisions thereafter. The complete Special Studies catalog is published by April 1st.

Standard compensation for faculty includes forty percent (40%) of tuition collected for the course, plus a Chautauqua gate pass and parking permit for the duration of the class. **No housing, food, or travel allowance is provided.** A complimentary gate pass is extended to faculty on the following basis:

1. A faculty member who teaches at least three days or at least four hours during any two days of a given week receives a gate pass and parking permit for that entire week.
2. A faculty member who offers a course that occurs on any one day of the week normally receives a gate pass and parking permit only for that one day, no matter how long the course is or how many weeks it is offered.
3. A faculty member who chooses to be at Chautauqua for extra weeks beyond his or her teaching commitment pays the standard gate fee for those extra weeks.
4. Faculty gate passes and parking permits are **not transferrable** to any other person. They **may not** be exchanged for their cash value, **nor may** their value be applied toward the purchase of a longer-term gate pass or the payment of other Chautauqua fees.

The selection process seeks to create a balanced curriculum within each week for the season and within the various subject areas. While courses may be chosen that relate to a given lecture theme week, they often are scheduled in other weeks, helping to provide this balance. Since the quality of proposals is generally very high, limitations of time and availability of appropriate classroom space are likely to determine final selection.

Faculty are invited to submit more than once course proposal (please complete an electronic form for each separate course proposal). If you are proposing to present your course with another instructor **both** must submit faculty applications and clearly indicate the other as a co-presenter. Please make it clear **why** more than one instructor is needed for this course.

Please understand that we receive more than 1,500 course proposal each year and, therefore, cannot provide personal guidance in the preparation or revisions of your course proposals. If you choose to print the application form and fill it out by hand rather than submitting electronically, please keep in mind that if we cannot read it, we cannot choose it (it is recommended that you complete the online proposal form and use the submit button to e-mail the form back to the education office). Please try to follow the traditional catalog format, our “Helpful Hints” sheet, and any other guidelines about length of course descriptions and faculty biographies.

Once courses are selected and published in the catalog, it is our policy to conduct class regardless of the level of attendance. We believe that all courses that are chosen have a potential audience, but predicting eventual attendance is difficult. While many students do pre-register, many more typically register within one or two days of the course date. Therefore, we expect faculty to conduct their course and we similarly maintain our commitment to gate pass and other compensation, regardless of attendance.

If you have any questions, please do not hesitate to contact me at 716-357-6255 or e-mail at talonge@ciweb.org. Again, thank you for your interest in our program. We look forward to hearing from you.

Sincerely,
Teresa Alonge
Special Studies Coordinator