

Eastman Departmental Inclusion Initiative APPLICATION

The Eastman Departmental Inclusion Initiative (EDII) offers funding in support of equity and inclusion activities within the school. Each department is eligible to receive up to \$1500 annually towards the expenses of an on-campus visit from a guest lecturer, presenter, or performer whose activities (aiming for consistency with University efforts in recognizing principles and practices for equity and inclusion):

- engage the community, expanding the experiences of students, faculty, and staff
- embody diverse ideas, approaches, or musical styles within your discipline
- represent underrepresented populations

The Inclusion@Eastman Committee meets approximately five times a semester and will consider EDII applications on a rolling basis during our regularly scheduled meetings. We encourage submissions by the 1st of every month with a lead time of at least four weeks prior to a guest's visit to ensure a timely review process. Priority will be given to first time guests to assist in exposing the community to a wider variety of experiences. Due to University financial protocols, the Inclusion@Eastman Committee cannot retroactively award funding for guest visits that have already taken place.

Please note: this EDII application will be effective as of the 2023-2024 academic year.

APPLICATION INFORMATION

Step 1: Identify a Guest

- A. With your guest, discuss their willingness to be supported by the EDII funds, which will require their engagement in an equity and inclusion (E&I) discussion during the visit. This discussion activity can be a public or private event: a school-wide talk, a Q&A with students, a dinner, coffee, or other meeting with the Inclusion@Eastman Committee and/or department, or any forum with which everyone is comfortable. This discussion can be a stand-alone event or be embedded within another activity (ex: a workshop or masterclass).
- B. Continue with the EDII application only if your guest confirms their willingness to be supported by EDII funds and engage with this E&I discussion.
 - i. The guest must also be willing to have a notice on any promotional materials included that states their visit was supported by EDII funds.
- C. With your department, discuss the recommendation of bringing your proposed guest to campus and utilizing the EDII funding support. Are there multiple recommendations from your department, and/or will your department split its funding to support multiple guests? Or, does your department agree to have the entire EDII funding in support of a single guest for the school year?

Step 2: Complete the EDII Application

Fill out the EDII application, either through the online form or an attachment uploaded to the online submission portal, including all items bulleted below. Incomplete applications will not be considered.

- Provide a CV, website link, and/or biography for your guest.
- Provide a preliminary schedule for your guest's activities, and detail the audience that will be reached in the various activities. If your guest's activities include a performance, please include information about their program and the pieces that will be performed.
- Explain how your guest's activities will specifically benefit your department's faculty and students, both musically and in the equity and inclusion discussion.
- Confirm that you have discussed EDII funding with the guest (e.g. advertising requirements and discussion with the Inclusion@Eastman Committee) and they are comfortable with the terms. **Applications will not be considered if your guest has not agreed to participate in an E&I discussion or have their event advertised with the EDII branding prior to the submission of the application.**
- Schedule a brief conversation about your proposal with Dr. Crystal Sellers Battle prior to submitting this application: csbattle@esm.rochester.edu.
- Include a budget for your guest's visit to show how EDII funds will support this guest visit.
- Submit your completed application either (a) online or (b) emailed as a PDF file (please save files at DeptName_EDII) to gwc@esm.rochester.edu.

Step 3: Receive Approval & Event Pre-Planning

The decision about your EDII Application will be sent via email to (1) the Department Chair, (2) the departmental coordinator, and (3) and the faculty member who proposed and is hosting the guest. If the EDII application is approved, you should request that your departmental coordinator contact the George Walker Center for Equity and Inclusion at gwc@esm.rochester.edu for instructions on how to process honorariums and/or expense reimbursements. These financial components will require a completed W9 being submitted through the University system, which takes a minimum of one week for approval.

Once travel plans and Eastman activity schedules are finalized with your guest, please share the final schedule with the Inclusion@Eastman Committee by emailing it to gwc@esm.rochester.edu. Plans will be coordinated to ensure the Inclusion@Eastman Committee's participation in the relevant E&I discussion(s).

In planning for your EDII visitor, we also encourage you to share the schedule and plans for your guest throughout the Eastman and University of Rochester communities. The earlier you are able to share this information (2-3 weeks or more), the greater opportunity there will be to increase interest and possible participation in all guest events. A beginning list of communication avenues are below, though we encourage you to share information beyond just this list:

- Sending your EDII guest’s bio and photo with Eastman Marketing and PR, specifically to Lauren Sageer (lsageer@esm.rochester.edu) and Anna Reguero (areguero@esm.rochester.edu);
 - Ask Lauren and Anna to include this information as part of Eastman Weekly, ESM social media, and @Rochester. Items for Eastman Weekly should be submitted by Thursdays at noon for inclusion the following week and should be requested via their [submission form](#).
- Sending information about this visit to all Eastman Department Chairs;
- Sharing information with ALP students via Dr. Blaire Koerner (bkoerner@esm.rochester.edu) as a potential professional development opportunity;
- Ensuring that information is posted on the Eastman online event calendar, the EDII webpage, and relevant Eastman Departmental web pages.

Please make certain that all web listings, posters, email announcements, and/or other guest announcements acknowledge that the guest visit is supported in part by Eastman’s EDII fund.

Step 4: Host the Events

When hosting the guest on campus, you and/or your department are responsible for the planning and associated advertising for the entire visit, inclusive of the equity and inclusion (E&I) discussion. It is highly recommended that you have a way of collecting feedback from attendees to the guest’s various events to assist in your summary of the event (see Step 5).

Step 5: Submit a Summary

Within **two weeks** following the visit, the department chair or other representative will submit two follow-up components:

1. A 3-4 sentence summary of your EDII guest’s visit with photos taken throughout the various activities. This will be posted to Eastman’s Inclusion@Eastman Committee website.
2. A 2-3 paragraph follow-up typed summary that explains how the department benefitted from the guest’s visit, both musically and in the E&I discussion, in prose form. Please do not submit a timeline of activities; the reflection should capture the learning benefits from this discussion. This will be used for internal University reporting only and will not be posted online.

Both follow-up components can be submitted via email to the George Walker Center for Equity and Inclusion at gwc@esm.rochester.edu.



DEPARTMENTAL APPLICATION FORM
Eastman Departmental Inclusion Initiative (EDII)

[Note: click within each box to type the relevant information.]

Name: Date of application:

E-mail: Phone Number:

Department:

Name of proposed performer / visitor:

Date(s) of the proposed visit / performance:

Biographical information about performer(s)/visitor(s), including web links (if applicable):
(If a CV is being submitted, please indicate this in the box below)

Please confirm that you (or a member of your department) have discussed this application with your invited guest, and that this individual is aware of the following requirements to receive EDII funding to support their visit:

- Participation in some type of diversity (E&I) discussion of which the guest is comfortable participating; this can be a public or private event (a school-wide talk, a Q&A with students, a dinner, coffee, or other meetings with the Inclusion@Eastman Committee and/or department, etc.) and can be a stand-alone event or embedded within another activity (ex: a workshop or masterclass); and
- EDII will be included on all advertising (online listings, posters, concert programs, etc.)

Check one:

Yes, I have discussed these terms with the guest and the guest is comfortable with these terms. The guest will participate in an equity and inclusion (E&I) discussion and advertising will indicate that the guest’s activities were supported by EDII.

No, I have not discussed these terms with the guest, or the guest is not comfortable with these terms (i.e., engaging in an E&I discussion, EDII mentioned in advertising).

Please share the preliminary schedule of events for your guest, including (1) specific dates, times, and locations for the proposed activities and (2) the audiences to be reached (specific types and estimated numbers) at these events.

<u>Date/Time</u>	<u>Location/Room</u>	<u>Description of Activity</u>	<u>Audience (& estimated attendance)</u>

Please briefly explain how the E&I discussion will be incorporated during the guest's visit to Eastman. As described above, this discussion can be public or private, and can be a stand-alone event or embedded within another activity. Please indicate the anticipated audience for this discussion.

Please explain how your guest will benefit your departmental faculty and students and the broader Eastman community, both musically and with the E&I discussion.

VISITOR BUDGET

Airfare:	\$
Lodging:	\$
Car Rental:	\$
Ground Transportation:	\$
Mileage:	\$
Honorarium:	\$
Other expenses (please detail):	\$
Estimated Expenses:	\$

Are departmental funds being used to support this visit? (Check one)

_____ No

_____ Yes; please indicate amount: _____

Please describe any additional funding being used to support this visit, if applicable:

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