

MORE INFORMATION ABOUT TEACHING AT CHAUTAUQUA

PROPOSING A SPECIAL STUDIES COURSE

If you are interested in proposing courses for the 2018 Season, please use the online platform at <https://specialstudies.submittable.com/submit>. All proposals must be submitted through the online platform by Oct. 1, 2017. Submissions after this date will be considered late and reviewed after the final curriculum is set to fill in any gaps.

The final curriculum will be chosen by mid-December and all applicants will be notified of our decisions thereafter. The print and online Special Studies catalog will be available early April 2018.

- No course is guaranteed a place in the 2018 Special Studies program. Our aim is to create a balanced curriculum for Chautauquans of all ages within each week of the season and within the various subject areas. The elimination of some previously offered courses or a reduction in the frequency of teaching for some faculty will be necessary to introduce new faculty and courses and broaden the program's reach on the grounds.
- Courses will be reviewed by the Special Studies curriculum cabinet. Feedback from previous course evaluations (when available) will be considered, as will limitations of time and availability of appropriate classroom space. While some courses may be chosen to complement the theme of the week's lecture platforms, most are chosen to provide a balance to the week's offerings.
- A proposal is required for all Special Studies courses, including those that have been offered in previous years. (Tip: Cut and paste information from previous course proposals, accessed from your Submittable account, to save time.)
- You are invited to submit more than one course proposal. A separate online form must be completed for each proposal.
- Information you provide online will be used in the print and online catalog if your course is accepted. Edits may be made to course descriptions for clarity and consistency. Instructors will have the opportunity to review catalog information before the publication goes to print.
- If proposing to present your course with another instructor, both instructors must submit an online form and clearly indicate the other as a co-instructor. Please clarify why more than one instructor is needed for the course.

INSTRUCTOR COMPENSATION

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 (under guidelines below). *No housing, food, or travel allowance is provided.* A complimentary gate pass is extended to faculty on the following basis:

- *A faculty member who teaches at least three days and four hours during a given week will receive a gate pass and parking permit for that entire week.*
- A faculty member who offers a course that occurs on any one day or two days of the week normally receives a gate pass and parking permit only for the days they are teaching, no matter how long the course is or how many weeks it is offered.
- 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.
- Faculty gate passes and parking permits are not transferable 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.

PROMOTION OF SPECIAL STUDIES PROGRAM

Special Studies courses are offered during each week of Chautauqua Institution's nine-week summer season. A catalog of all Special Studies offerings are listed in a printed catalog, available in early April and mailed to all previous participants. Registration for Special Studies classes is available online or by phone prior to the start of the summer season. During the summer season, registration is also available at all ticket windows and at the Special Studies office at Hultquist Center.

- An updated list of the week's Special Studies offerings are printed in an insert to the Institution's daily newspaper and made available at various venues throughout the grounds.
- Instructors are also invited to promote their course through materials posted throughout the Institution grounds and at a popular Meet and Greet event on Sunday afternoons near the Chautauqua Amphitheater.
- 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 the gate pass and other compensation, regardless of attendance.

FOR ADDITIONAL INFORMATION

For more information about teaching at Chautauqua, please contact Karen Schiavone, special studies and youth programs associate, at kschiavone@ciweb.org or 716.357.6290.