



Arts Institute
UNIVERSITY OF WISCONSIN-MADISON

Interdisciplinary Arts Residency Program (IARP) Best Practices Guide for Lead Faculty and Host Departments

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1) Your Proposal Has Been Approved, Now What

Congratulations! You have submitted a successful proposal and your artist has been selected to be an Arts Institute Interdisciplinary Artist in Residence. This guide will be a helpful resource to help you understand the roles of the Arts Institute (AI), the lead faculty, host department, and co-sponsors, but also the planning process, course support, and publicity expectations. For the artist role, please see the [Interdisciplinary Arts Residency Program Artist Handbook](#).

2) What to Expect

The residency is an intense and rewarding experience for the artist and everyone involved. The residency centers around the artist's teaching commitment (a minimum of 2.5 hours of contact time or 5 hours for studio courses per week) and at least one free public event.

Residencies tend to grow beyond the list of confirmed events at the outset. The artist's presence in Madison will generate additional events, including presentations, work showings, and artistic collaborations. Artists are also expected to respond to interview requests. Many artists and host departments also choose to invite guest artists to share their craft and insights alongside the artist in residence on campus.

As you can see, the semester has the potential to fill up quickly. Together, with our individual and collective roles, we can ensure everything runs smoothly and at a manageable pace. With that in mind, it is important to carefully review the following material and let the staff at the Arts Institute know if you have any questions or concerns.

2a) Lead Faculty

This faculty or staff member from the host department is a key factor in a successful residency. Their role starts with the proposal and last through the submission of the Lead Faculty Evaluation form.

Expectations of Lead Faculty

- Liaison/ Communication
 - Be available to meet with Arts Institute staff and the artist for in person or virtual (i.e. Skype) planning meetings, both prior to and during the residency.
 - Communicate information between AI, host department, co-sponsors, and students
 - Complete lead faculty evaluation at end of semester for residency final report (due within two weeks after residency ends)

- Artist in Residence Support
 - Provide course assistance
 - Assist artist in creating syllabus & have it reviewed by host department and approved by the Arts Institute’s Academic Affairs Committee
 - Introduce artist to e-class roster and other course administration tools
 - Monitor course progress and verify final grades
 - Be available for student concerns/questions following the end of the course
 - Assist in planning public events
 - Attend and introduce artist at public events
 - Introduce artist to fellow faculty and potential collaborators on and off campus
 - Ensure artist attends departmental meetings or events, as requested by department

Course Buy-Out Option

As lead faculty, you will have the option to factor into the residency budget funds (approx. \$4,500) to hire an adjunct instructor to cover one of your courses. This option can be used either during the residency semester or the planning semester prior to the residency. This option comes with additional responsibilities:

- Receive approval for buyout from your department chair
- Attend all classes (ensuring clear understanding of structure and course requirements between artist and students)
- Hold the artist accountable for all items on the Artist Contract
- Ensure artist's syllabus adheres to university policy (See <https://kb.wisc.edu/vesta/page.php?id=24561>)
- Thoroughly read and sign the form Lead Faculty “Buy-Out” Conditions and Responsibilities to agree to all duties
- Complete a residency final report (template to be provided by the AI), instead of the standard lead faculty evaluation

2b) Host Department

As you know, one unit must serve as the primary sponsor and host of the residency. As host department, your involvement is necessary for a successful residency. As host, you will:

- Provide or help to locate space for the course and outreach activities, as needed
- Provide the visiting artist with a regularly-equipped office and an appropriate studio, rehearsal, or performance space

- Provide staff support for the course and outreach activities, as needed
- Promote residency course and recommend students for the course
- Promote residency events to students, faculty, staff, and your network
- Handle all matters relating to the administration of the appointment (unless it is preferred that the artist be hired through the Arts Institute)
- Ensure artist is trained in using departmental resources and protocol, including online teaching
- Invite artist to participate in department events as appropriate

2c) Partner/Co-sponsor Departments

For units who have decided to be a residency partner or co-sponsor, your responsibilities may include:

- Participate in residency planning
- Recommend students for the course
- Provides recommendations on course day/time to ensure accessibility for your students
- Host a partner event
- Publicize all residency activities to your distribution network
- Invite artist to participate in department events as appropriate

2d) Arts Institute provides

As presenters of the Interdisciplinary Arts Residency Program, the Arts Institute currently covers:

- Residency Funding (see “Budget” below)
- Program Coordination: budget management, travel coordination, supply purchasing, course listing and enrollment management, public programming and event implementation, media interview scheduling, etc.
- Hiring and Payment Process: appointment and paperwork (W-2, benefit enrollment), PVL waiver, visa paperwork for non-U.S. nationals, guest honorariums. Note: If the host department chooses to hire the artist directly, they will then handle all appointment and related paperwork, including visas. The Arts Institute will advise with the process
- Publicity and Marketing: graphic design for campaign, press releases, email announcements, social media, documentation (video and photography), material distribution, and print material production when needed
- Student Hourly: Starting in 2018, the Arts Institute will employ an ongoing IARP Student Assistant to provide support to the program and artist.

3) Important Contacts

Emily Lewis, Interdisciplinary Arts Residency Program Coordinator
608-890-2196; emily.lewis@wisc.edu
First and main contact at the Arts Institute

TBD, IARP Student Assistant

Kate Hewson, Assistant Director of Academic Programs
608-263-9290; kate.hewson@wisc.edu
Oversees the IARP on a more general basis

Staci Francis, Associate Director of Administration
608-890-3794; sfrancis@wisc.edu
Handles Payments and HR/ Benefit Consultation for Host Department

John Baldacchino, Director of the Arts Institute & Professor of Arts Education
608-890-3314; director@arts.wisc.edu

For additional staff contacts, please see:
<https://artsinstitute.wisc.edu/contact-people.htm>

4) Planning Process

For the Interdisciplinary Arts Residency, there are multiple stages and platforms (in-person, Skype, email, phone, etc.) to the planning process:

- **Pre-Planning**
Lead faculty and Arts Institute staff will meet for pre-planning meetings leading up to the planning visit and residency, which will also include Skype meetings and/or e-mail correspondence with the artist. Planning at this stage will include budget, course information, spaces, and public events.
- **Planning Visit**
Scheduled for 3 months prior to residency. Includes but not limited to:
 - 1-2 residency team meetings (to discuss residency details)
 - A public event and/or meet & greet to generate interest in the residency, specifically enrollment for the course
 - View spaces for class and/or public events
 - Meet with Arts Institute External Relations team to start defining residency promotional campaign and orient artist to their role
 - Tour local area and view (and hopefully secure) housing

2. Residency Meetings and Correspondence

During the residency, all key team members and the artist will be in touch to ensure a smooth residency and planning of any final event(s). This may include check-in meetings between the artist and IARP Coordinator, full team meetings, or touching base through emails.

5) Budget

Each residency receives \$51,500, which may be used for:

- Artist salary
- Artist travel to campus (1 round trip)
- Course supplies and expenses
- Public event expenses
- Faculty residency lead course buy-out
- Guest presenters travel and expenses
- Lead faculty buy-out

Note: Costs of artist planning visit, fringe benefits, residency publicity/marketing and documentation, and the support of the IARP student assistant will be covered separately and do NOT need to be factored into the award of \$51,500.

Who purchases materials / equipment, travel, books necessary venues, etc.?

The IARP Coordinator manages the residency budget. All requests should be submitted in a timely fashion and follow the guidelines set by UW–Madison Purchasing Services (<http://bussvc.wisc.edu/purch/purch.html>) and the Arts Institute’s Artist Contract.

6) Course Administration

As of 2017, the Arts Institute has its own subject listing (Integrated Arts). This means, AI staff will work with the artist and lead faculty to obtain the necessary information to list the course. Together we will also determine if the course should have any prerequisites or an application process.

The course will be listed as either a studio or lecture and can be listed for undergraduate, graduate, or both.

- 495-310 Interdisciplinary Artist in Residence Studio
- 495-312 Interdisciplinary Artist in Residence Lecture
- 495-610 Interdisciplinary Artist in Residence Studio (graduate only)
- 495-612 Interdisciplinary Artist in Residence Lecture (graduate only)

The course will ideally accommodate a minimum of 15 students for a studio class and a minimum of 25 for lectures. A waitlist minimum of six will be added to each listing, so that in the event an enrolled student drops the course, other students will be ready to fill the available seat.

7) Office, Classroom & Additional Space

The host unit and lead faculty must ensure sufficient classroom and office space, furniture, and/or equipment for the residency. A commitment to provide these items was included in the chair's letter of support, submitted as part of the original residency proposal.

8) Public Events

Each residency is required to include a minimum of one free public event, which could take the form of a lecture, symposium, exhibition, performance, or another format. All stakeholders are encouraged to promote and attend events. The events can take place at any time during the residency, and artists often elect to include their students. However, before scheduling events there are a few aspects to consider.

What do you need to know before planning residency Public Events?

Selecting Dates

It is impossible to avoid all event conflicts, but we do urge everyone on the residency team to factor in large events on campus and in Madison (for example, home football games, the Wisconsin Book/Film/Science Festivals, or the World Dairy Expo). A list of these dates will be provided in the early planning stages and we urge you to keep them in mind, especially when scheduling visiting guests who require hotel lodging.

Audience

When planning events, we also ask you to consider the audience. For example, if you want to reach students within your department, you will need to avoid times that most of the students are in class. If you are looking to attract community members, events should be held later in the day rather than mid-day.

Space

When completing the proposal, you may have had a specific venue in mind. You may need to be flexible as some venues are not available due to prior bookings or price.

9) Housing

The artist housing during their residency needs to be arranged for in advance (during the planning visit, if possible). Due to state rules, UW–Madison is unable to provide the artist with housing during their residency, and thus artists cover the cost of housing out of their salary. The lead faculty and Arts Institute staff can greatly assist by providing advance information on neighborhoods and commute options, by putting out inquiries to their personal and professional networks, and sending along possible options that come available. It is ultimately the artist’s responsibility to secure housing.

Unless artists live within driving distance of Madison, the three available options are:

- sign a lease directly with a landlord
- book an extended stay option through AirBnB.com or sabbaticalhomes.com.
- stay with their lead faculty or a friend in Madison

Note: We do not recommend the university’s faculty housing, as all are unfurnished.

10) Hire & Benefits

As host department, do you want to receive the residency course credits for budget purposes? If so, under current UW–Madison policies the artist must be hired as a visiting instructor in your department. This means, to receive credit the host department will need to handle the artist’s hiring (and, if necessary the visa paperwork). In this case, the Arts Institute will provide your department with the necessary funding string to use for salary payments.

11) Your Publicity Responsibility

Whether you are the artist, lead faculty, host department, or a co-sponsoring or partnering organization, participation in publicity is essential. The Arts Institute handles e-communication, press releases, social media, ads, scheduling media interviews (a great source of publicity), etc., but the best residency publicity and attendance come from active partner involvement. We ask that you spread the word through your department and network, especially in regards to the course enrollment and events. It is important for you to include residency events either on your website or within your own newsletter and encourage students and others to attend. We also ask that you reference not only the residency by name, but also the Arts Institute and the co-sponsoring departments.

12) List of Former Residency Leads

The residency program was founded in 1995 and evolved into IARP in 1999, has been hosting two or more residencies since 1999. That means this semester you are not only part of this residency, but a legacy of residencies and of residency hosts and leads. Please consider consulting with your colleagues who have already served as lead faculty, including:

- Sandra Adell (Afro-American Studies)
- Henry Drewal (Art History)
- Jim Greco (Theatre and Drama)
- Sundaram Gunasekaran (Biological Systems Engineering)
- Carolyn Kallenborn (Design Studies)
- Li Chiao-Ping (Dance)
- Tom Loeser (Art)
- Gregg Mitman (Nelson Institute)
- JJ Murphy (Communication Arts)
- Douglas Rosenberg (Art)
- Patrick Sims (Theatre and Drama; Diversity, Equity & Educational Achievement)
- Johannes Wallmann (Music)

Thank you in advance for all of your efforts in making the Interdisciplinary Arts Residency Program a success. Working together we can ensure the ongoing excellence and positive impact of this unique program!