Table of Contents

TABLE OF CONTENTS  

HUMANITIES RESEARCH CENTER MISSION  

HUMANITIES RESEARCH CENTER CONTACTS  

Staff  
A word from the HRC Office

WORKSHOP PROGRAM DESCRIPTION  

Workshop selection  
Workshop Support  
HRC Classroom  
www.culture.rice.edu/workshop.cfm

2007-2008 WORKSHOPS AND STUDY GROUPS

WORKSHOP COORDINATOR RESPONSIBILITIES  

Intellectual Direction  
Proposal  
Year-end Reporting  
Membership and Audiences  
Coordination with the HRC Office  
At the start of the semester

FINANCIAL DUTIES  

Meals  
Tax Exemption  
Funds Statement

VISITING SCHOLARS  

Invitation
Visitor Information Form
International Scholars
Honoraria
Co-sponsorship
Publicity
Room Reservation
Catering
Travel Procedure
Airfare
Mileage Reimbursement
Ground transportation and parking
Lodging
Meals
Sample Language for Visitor Correspondence

SAMPLE SIGN-IN FORM

OWL-SPACE INSTRUCTIONS
Log In
Coordinators’ Role
Members’ Role
Add Participants
Publish
Access
Help
Humanities Research Center Mission

The Humanities Research Center fosters scholarly research and intellectual community in the humanities broadly understood, facilitates scholarly work between the School of Humanities and other areas of Rice University, and leads institutional change by partnering with other foundations, centers, research institutions, and universities. The Center strives to bring a dynamic element to research and teaching by developing "intellectual liquidity" within and between Humanities and the sciences, information and communications technologies, and the professions.

Furthermore, the Center serves as the nucleus within the University where the disciplinary changes that will shape its future can be profitably reflected on and anticipated. For a university the size of Rice, these collaborations – both within the university and beyond it – are crucial to stimulating innovation and new research. In short, the Center is an agent of intellectual integration, within and beyond the School of Humanities.
Humanities Research Center Contacts

Humanities Research Center MS 620
P.O. Box 1892
Houston, TX 77251-1892

Location (for delivery):
Herring Hall 3rd Floor (HE 306)
6100 Main Street
Houston TX 77005

Phone: (713) 348-4227
Fax: (713) 348-2927
hrc@rice.edu
http://hrc.rice.edu/

Staff
Caroline Levander, Director
clevande@rice.edu
(713) 348-4228

Hank Hancock, Assistant Director
hmhancock@rice.edu
(713) 348-2770

Carolyn Adams, Project Coordinator
cla1@rice.edu
(713) 348-4227

A word from the HRC Office

As always, we appreciate the commitment of Workshop and Study Group coordinators to innovative intellectual intercourse, as well as the energy they bring to developing these important venues for research, debate, and collegial exchange. Workshops and Study Groups invigorate faculty research and graduate studies, and contribute to a tradition of academic inquiry for which Rice University is recognized in Houston and around the world.

Please let the HRC staff answer any questions you may have or help to resolve any problems that arise. Also, this manual is a new document, so we welcome your suggestions for changing or correcting it.

Welcome back to those of you whose workshops are continuing, and we look forward to working with those who are new workshop coordinators.

Sincerely,

Hank Hancock
Assistant Director, Humanities Research Center
**Workshop Program Description**

Faculty Workshops and Study Groups foster collegiality among faculty and collaboration across institutional and disciplinary boundaries in the Schools of Humanities and Social Sciences, and Architecture, the Shepherd School of Music, and universities in Houston and beyond. They bring together faculty, graduate students, and visiting scholars to present current research as well as to explore a theme of common intellectual concern. The workshops are defined by a theme or topic that is of interest to an interdisciplinary audience.

The workshops are devised by their members, who are motivated to investigate new areas of research amidst shifting disciplinary boundaries, and potentially to encourage graduate studies in emerging scholarly problems.

Frequently, these research units serve as a staging ground for curricular innovation. In addition, they may organize programs and lectures for nationally and internationally known academic speakers.

**Workshop selection**

The Humanities Research Center Faculty Advisory Board serves as both selection and review committee for the Workshops and Study Groups. In consultation with the Director, this committee decides which workshop proposals receive funding. Workshop proposals and requests for renewal are submitted in the spring before the academic year in which the workshop is to be established.

**Workshop Support**

The Humanities Research Center is responsible for the financial and administrative oversight of Workshops and Study Groups. The Center designs the policies and guidelines in this manual to ensure the Workshops’ intellectual success, their participation in President Leebron’s Vision for the Second Century, as well as compliance with University regulations.

**HRC Classroom**

Workshops are welcome to use the HRC classroom in Herring Hall 308 (HE308). Please call ahead to reserve the classroom for meetings of up to ten persons.

[www.culture.rice.edu/workshop.cfm](http://www.culture.rice.edu/workshop.cfm)

Please invite your colleagues to visit the HRC Workshops website. If you discover errors in the website, or have recommendations for its contents, please alert the HRC Office.

We also encourage the development of websites for individual workshops. Contact the HRC Office to coordinate that effort. If you already have a workshop site posted for public access, please forward the URL so we can provide a link to it.
2007-2008 Workshops and Study Groups

**African Studies Workshop (ASW)**
Kerry Ward, Assistant Professor in History (MS42)
kward@rice.edu
Atieno Odhiambo, Professor in History (MS42)
odhiamb@rice.edu

**Cultural Studies of Science and Technology (CSST)**
Amy Ninetto, Assistant Professor in Anthropology (MS20)
aninetto@rice.edu

**Early Modern Reading Group (EMRG)**
Meredith Skura, Libbie Shearn Moody Professor in English (MS30)
skura@rice.edu
www.ruf.rice.edu/~skura/

**Global Hispanism Workshop (GHW)**
Juan Carlos Rodriguez, Lecturer in Hispanic Studies (MS34)
Juan.C.Rodriguez@rice.edu

**History of Philosophy Workshop (HPW)**
Steven G. Crowell, Joseph and Joanna Nazro Mullen Professor in Humanities, Professor in Humanities (MS14)
crowell@rice.edu
www.ruf.rice.edu/~crowell

**Judaic Studies Workshop (JSW)**
Gregory Kaplan, Anna Smith Fine Assistant Professor of Judaic Studies in Religious Studies (MS15)
gkaplan@rice.edu
www.ruf.rice.edu/~gkaplan

**Medieval Studies Workshop (MSW)**
Jane Chance, Professor in English (MS30)
jchance@rice.edu
www.ruf.rice.edu/~jchance/

**Rice Reading Rice on Religion (RRRR)**
(formerly Interdisciplinary Study of Religion)
Jeffrey Kripal, J. Newton Rayzor Professor and Chair of Religious Studies (MS15)
jjkripal@rice.edu
Workshop Coordinator Responsibilities

1. Intellectual direction
2. Proposal and year-end report
3. Cultivating membership and audiences
4. Coordination with HRC Office
5. Financial duties
6. Hosting visiting scholars

**Intellectual Direction**

Workshop coordinators define the area of intellectual inquiry for which the workshop is established, and may focus on a specific theme or problem each year. They recruit members from a broad range of humanities disciplines. They identify emerging issues and trends within their topic, and respond to the intellectual interests of workshop members. They encourage the presentation of works-in-progress, and set a collegial tone for the workshop. Finally, they promote inter-institutional collaboration with scholars outside of Rice.

**Proposal**

Proposal should indicate the topic area, specify who is expected to take part, and explain what the group wishes to do.

Please be as specific as possible in your proposal. Identify a dollar amount for your request and a budget with a plan for using the funds. Name other potential sources of funding. Identify invited and potential speakers, a timeline of events planned with dates as specific as possible, as well as a description of the scholarly impact of the workshop or study group. Detailed information is requested for publications that the Center will produce over the summer.

The author of the proposal is expected to act as the workshop coordinator, and to maintain communication with the HRC Office.

**Deadline for 2008-2009:** March 3, 2008
Year-end Report

Coordinators of workshops and study groups submit an annual report, separate from a renewal request, near the end of the academic year. The report should include a concise narrative sketch of the group's activities for the year, identifying all visiting speakers, the topics discussed, meetings held, issues debated, works read, and so on as appropriate. Submitting an end-of-year report is a condition for the renewal of a workshop or study group.


Membership and Audiences

Workshop and study group coordinators may determine how and to whom workshop membership is extended. Given that the workshops should cultivate advanced research, only exceptional undergraduates, on an occasional basis, may participate.

Coordinators communicate with workshop members and manage the distribution of readings if necessary. During meetings or in online forums, they facilitate scholarly exchange and moderate discussions.

At any workshop event or meeting, coordinators are asked to collect the names of those who attend. A form such as the example below will establish a record of workshop attendance with very little effort.

Each coordinator is invited to host a project site on OWL-Space <owlspace.rice.edu>, which uses the same online course management tools available to course instructors at Rice. On OWL-Space, workshops may conduct discussions, post announcements and schedules, and trade resources like readings or work-in-progress. A project site has been set up for each workshop, but the coordinators can decide whether to use the resource. Please see the instructions below to begin using OWL-Space.

Coordination with the HRC Office

In order to ensure the success of workshop meetings and events, coordinators communicate with HRC Office at all stages of planning and throughout the academic year. The HRC designs the guidelines in this manual to improve publicity for workshop events, to strengthen the HRC’s ability to communicate with those attending and participating in its programs, to coordinate workshop events with other HRC programs and other departments at Rice, and to provide professional quality support for visitors to Rice University.

At the start of the semester

Coordinators are asked to submit as much of the following information as possible to the HRC Office within the first week of the semester. It is understandable of course that some events and visiting scholars may not be determined by that time, and that plans will change over time. However, please consider it an ideal to work toward. An early start
allows the HRC Office time to prepare, and to avoid last-minute conflicts or duplication of effort.

- Names and contact information for known workshop members.
- Visitor information for known visiting scholars.
- A schedule of known events.

**Financial Duties**

Workshop coordinators are responsible for gathering original receipts (not copies) and supporting documentation for all expenditures, and submitting requests for checks or reimbursement **immediately** after an event. If another department or program has made purchases or incurred expenses on behalf of a workshop, the workshop coordinator should inform the HRC immediately to keep the workshop accounts current.

**Meals**

Restaurant receipts must include the itemized receipt that identifies every item ordered. It will help if you can request that the server split off alcohol expenses from the rest of the meal, and then pay them separately. On the back of the receipt or on an attached sheet of paper, list every attendee at the table.

Rice University’s limits and guidelines: Including food, beverages, tax and gratuity, lunch should not exceed $25 per person, and dinner $50. Gratuity guideline: 15%. The HRC cannot guarantee reimbursement beyond these limits.

**Tax Exemption**

Rice University is a tax-exempt education institution. Please bring a copy of the Tax Exemption Certificate with you to show to your server at a restaurant, or any other vendor.

The form can be found on the HRC Workshop Website or [http://www.payment.rice.edu/otherpages/sales_tax_form.pdf](http://www.payment.rice.edu/otherpages/sales_tax_form.pdf)

**Funds Statement**

Workshop expenses for any event may take two to three weeks to process. As soon as any set of expenses have been accounted for, the coordinator will receive a statement from the HRC of the amount of funds used and the amount still available.
Visiting Scholars

Invitation
Again, the best time to extend an invitation to a visiting scholar is before the semester begins. Whenever an invitation is extended to a visiting scholar, a copy of the invitation should be sent simultaneously to the HRC Office. The invitation must indicate the amount of a speaker’s honorarium, if any.

Visitor Information Form
As soon as a visiting scholar accepts an invitation to attend a workshop, the coordinator should complete a Visitor Information Form. At the latest, the form must be completed three weeks before a visiting scholar is set to arrive, five weeks for an international scholar. This form is designed to be as user-friendly as possible while extracting as much information as necessary to coordinate travel arrangements, honorarium payments, and interdepartmental communication. Please include as much detail as possible in your Visitor Information Form.

International Scholars
Arranging visas and honoraria for international scholars is especially complex, even more so since the advent of the Department of Homeland Defense, and can take weeks to prepare, in coordination with Rice’s Office of International Students and Scholars (OISS). Without sufficient lead-time, the HRC may be unable to pay promised honoraria, or even reimburse expenses, and traveling scholars may encounter obstacles to entering the country. Please avoid these risks by keeping the HRC informed well ahead of time.

The workshop coordinator can help prepare the HRC Office by asking visiting scholars a few of these related questions. Do you have a green card? Are you a permanent resident? Do you have a social security number?

Honoraria
When the HRC Office receives a Visitor Information Form, we will contact the visiting scholar to request she or he complete a W-9 and to clarify citizenship status. A W-9 is required to pay an honorarium or reimburse out-of-pocket expenses.

**** Please do not ask for or transmit social security information by email!****

Co-sponsorship
Coordinators should state explicitly on the Visitor Information Form whether the HRC will coordinate co-sponsorship with another department or institution, and furthermore should specify what each sponsor will be responsible for. Please allow the HRC Office to arrange any component for which the workshop is responsible. For example, if the
workshop will pay for lodging, allow the HRC to reserve the room. If the workshop is responsible for paying an honorarium, please allow the HRC to arrange a check request. If you depend on your home department to make arrangements, for which the workshop will contribute some dollar amount, please let both the HRC and your home department know at once about this arrangement. Help us to avoid duplicated effort by communicating clearly and simultaneously with both the HRC Office and its co-sponsors.

**Publicity**
Depending on the co-sponsorship arrangements, the HRC Office is happy to produce and distribute flyers for all workshop events in-house. The HRC is interested in creating a uniform style for all its announcements and flyers, and thus creating a concerted publicity effort for the entirety of its programming.

All workshop publicity should include some version of this language: “The Humanities Research Center Alterity Studies Workshop presents…..” If Rice University is not otherwise named on the flyer, consider adding the Rice crest at the bottom. The crest can be found in the Public Affairs website: 
http://www.staff.rice.edu/staff/Official_Logos.asp.

The HRC will use the Visitor Information Form to design the flyer, and will submit it to the workshop coordinator for approval. Then the HRC Office will distribute flyers two weeks before the event is scheduled. The coordinator indicates on the Visitor Information Form which departments and persons receive flyers.

While the HRC will produce the necessary number of copies for off-campus mailings, we may ask that the workshop coordinator assemble them.

As soon as the HRC is aware of a scheduled event, we will post it on the HRC Calendar http://cohesion.rice.edu/humanities/csc/calendar.cfm and on Events@Rice http://events.rice.edu/.

**Room Reservation**
The HRC Office will reserve a lecture hall or classroom for a workshop event if necessary. Workshop coordinators indicate a room preference on the Visitor Information Form.

**Catering**
Workshop coordinators can order catered food and beverages for workshop events from Rice Catering. Rice Catering is managed online at http://catering.rice.edu/. Only workshop coordinators may log on with a username and ID provided elsewhere.

The online reservation process is still under review, and may change over time. Currently, it does not include table requests, so coordinators should remember request tables and linens if necessary.
One good idea is to request a “drop-off” of beverages and snacks. It is a smaller and cheaper alternative to a fully catered event.

**Travel Procedure**

Workshops may accommodate visitor travel, meal expenses, and entertainment at a modest level. Below are the most pertinent details of HRC travel procedure, based on that of Rice University. The full Travel Procedures Manual can be found here:

http://professor.rice.edu/professor/Travel_Policy.asp
www.payment.rice.edu/otherpages/TravelProcedures.pdf

Coordinators send copies to the HRC Office of all communication with visitors concerning travel expenses and arrangements. A sample of useful language for correspondence with visiting scholars is made available below. Some of it may be more or less relevant or appropriate, depending on the coordinator’s relationship to the visitor, and the circumstances of the visitor’s travel. In many cases, the HRC will handle such correspondence.

**Airfare**

HRC policy is to reimburse airfare expenses. Typically, the visitor will arrange and pay for her own airfare, and then submit a request for reimbursement. The visitor is asked to book flights far ahead of time to secure the most economical fare.

Rice policy indicates that economy class airfare should be purchased. The HRC can only reimburse airfare up to the economy class rate.

The workshop coordinator is responsible for collecting original ticket stubs, not copies. Travel agent itineraries or charge card receipts, while helpful, are not adequate documentation on their own. For “ticketless” travel, the original copy of the airline’s confirmation notice with an itinerary should be collected.

**Mileage Reimbursement**

Reimbursement rates are set at the current Internal Revenue Service (IRS) rate. The HRC Office will use MapQuest to calculate distance traveled and will apply the IRS rate.

**Ground transportation and parking**

The workshop coordinator should collect original receipts, not copies, for taxis, shuttles, and parking. The traveler should denote the purpose of each receipt.

**Lodging**

If a workshop provides lodging for a visiting scholar, the HRC Office is happy to arrange a reservation at Hilton Houston Plaza. If a spouse is traveling with the guest scholar, the difference between single and double occupancy is considered personal expense.
The Texas Hotel Occupancy Tax Exemption form for University guests is enclosed for convenience, but since the HRC will handle most of the hotel arrangements, the workshop coordinator is not likely to need it.

Please note that a visiting scholar may not charge meals to his or her hotel room, but must pay out-of-pocket and request reimbursement for meals.

**Meals**

In Houston, the IRS establishes a Per Diem rate of $59, which is the limit of what the HRC may reimburse for out-of-pocket meal expenses. On a travel day – either departing or returning – for meals not otherwise offered at a workshop event, that total is prorated to $11.80 for breakfast, $17.70 for lunch, and $29.50 for dinner. The HRC will not reimburse for alcohol.

**Sample Language for Visitor Correspondence**

HRC policy is to reimburse airfare expenses. Please book your flight as far ahead of time as possible to secure the most economical fare.

Rice policy indicates that economy class airfare should be purchased. The HRC can only reimburse airfare up to the economy class rate.

Please collect all of your original receipts, not copies, in the self-addressed envelope provided, and mail them to me as soon as you are finished with your travel.

Be sure to include the original passenger receipt coupon portion of your airline ticket (the ticket stubs), not copies. Travel agent itineraries or charge card receipts, while helpful, are not adequate documentation on their own.

However, for “ticketless” travel, please include the original copy of the airline’s confirmation notice with an itinerary.

Also include original taxi, shuttle, and parking receipts. For each receipt, please indicate the purpose of the expense.

Please do not charge meals at the your hotel to your room. We must reimburse them as a separate expense. Enclose original, itemized meal receipts, not copies. In Houston, the IRS establishes a Per Diem rate of $59, which is the limit of what the HRC may reimburse for out-of-pocket meal expenses. On a travel day – either departing or returning – for meals not otherwise offered at a workshop event, that total is prorated to $11.80 for breakfast, $17.70 for lunch, and $29.50 for dinner. We will not reimburse for alcohol.
WELCOME TO THE __________________ WORKSHOP

Guest Speaker ____________________________  day / month / year

This workshop is sponsored by the Humanities Research Center at Rice University. Please help us to be informed about workshop membership and attendance at our events.

________________________________________  department  mailstop
College or University

________________________________________  department  mailstop
College or University
e-mail

________________________________________  department  mailstop
College or University
e-mail

________________________________________  department  mailstop
College or University
e-mail

________________________________________  department  mailstop
College or University
e-mail

________________________________________  department  mailstop
College or University
e-mail
OWL-Space Instructions

Each workshop coordinator is invited to host a project site on OWL-Space http://owlspace.rice.edu, which uses the same online course management tools available to course instructors at Rice. On OWL-Space, workshops can conduct discussions, post announcements and schedules, and trade resources like readings or works-in-progress. Only workshop identified members are allowed access to the site, unless the coordinator changes the access restrictions to allow non-member visitors.

Log In

Users log in with their NetID and password. The first screen that appears is called “My Workspace.” The workshop site will be found as a tab at the top of the screen.

Coordinators’ Role

Workshop coordinators have been designated with the role “Maintain.” Workshop coordinators have greater access to and control of the functioning of the workshop site. For example, they may add or delete members, control access to the site, monitor and edit the discussion forum, and post schedules, resources, and announcements. The coordinator may also send email to participants through OWL-Space.

Members’ Role

Workshop members that are added by the coordinator should be designated with the role “Access.” Workshop members may read schedules, resources, and announcements. They may take part in discussions.

Add Participants

Workshop coordinators can add participants – the members of the workshop – by entering the workshop site, clicking Site Info, and selecting “Add Participants” from the tabs at the top of the screen. For Rice affiliates, enter Rice email addresses, each on a separate line. Non-Rice participants can be added by sending a request to sakai@rice.edu. OWL-Space accounts will be created for such participants.

Publish

Once the workshop coordinator is ready for the participants to see the site, she can publish the site to participants. When the site is published, it appears as a new tab in each participant's OWL-Space Workspace. To publish the site, enter “Site Info” and click “Manage Access.” Make sure the option “Publish site” is selected, and click “Update.”

Access

Within the “Manage Access” screen, the option “Private” is selected by default. This option restricts access to the site to persons identified by the coordinator. If the
The coordinator would like other OWL-Space users to find and join the site, they may select the other option, “Display my site.”

**Help**

OWL-Space contains other functions that may not be relevant to workshops. The site also includes very simple and useful help pages. Workshop coordinators are of course welcome to contact the HRC Office with any questions and requests for help with any of these functions.
under Ch.56a, Government Code, you are required to review, request, and correct information we have on file about you. With this exception, in accordance
with Ch. 255, Government Code, you are entitled to receive, review, and request correction of the information we have on file about you.

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of Hotel/Motel

Date

Signature (Please Print)

I certify that I am an occupant of the hotel/motel on official business conducted by the exempt organization named above.

Guest Certification: I declare that I am an occupant of the hotel/motel on official business conducted by the exempt organization named above.

NOTE: This certification is for business only, not to be used for private purposes. Under penalty of law, the hotel operator may require a government

Texas Hotel Occupancy Tax Exemption Certificate