

# WAGNER COLLEGE

## Academic and Cultural Enrichment

### Guidelines & Deadlines:

- All ACE requests must be faculty sponsored and submitted using ACE issued forms and received by the posted deadlines.
- Call for applications is issued in Fall and Spring Semesters via the faculty listserv and available on the ACE Webpage
- Faculty should be aware that all applications are reviewed by the ACE Committee with decisions typically made within three weeks of the deadline
- Collaborative events count towards maximum faculty limits
- All funding requests should follow the mission and intent of ACE (*ACE events support Wagner College's belief that students, faculty, staff, and the larger community are partners in learning*)
- Wagner College employees are not eligible for honorarium.
- Honorarium is paid to speakers after the date of event with proper execution of mandatory forms (ACE contract & I-9)
- All ACE events must be shown in the Campus Calendar
- Maximum allocations per event/speaker have three categories:
  - \$250 for online virtual event
  - \$600 for on campus event with speaker/guest in the U.S.A.
  - \$1200 for on campus event with international speaker/guest from abroad
- **Maximum allocation faculty can receive per semester is \$1200.**
- **REMINDER: ACE funds are for Speakers only. Faculty members cannot pay for speakers out of pocket and receive a reimbursement for funds. The business office is the only department that can pay an ACE speaker.**
- **ACE funds are non-transferable and payable only to the presenter directly. Also, if your speaker date changes from the date on your application, we will need to have this information emailed to ACE from you, the faculty member, at least 2 weeks prior to the event happening as well as have the corrected date on the speaker's contract to ensure paperwork is sent to the business office and processed in a timely manner.**
- All speakers visiting campus must follow safety protocols established by the Human Resources office and complete the online registration at least two business days before their visit.

ACE application deadlines are as follows:

**Fall applications due by April 15<sup>th</sup>    Spring applications due by November 15<sup>th</sup>**