



THE AMERICAN UNIVERSITY IN CAIRO

الجامعة الأمريكية بالقاهرة

Office of the Associate Provost for Research  
Innovation and Creativity

Guidelines

**AUC Artists in Residence Program**

**(AiR)**

Office Responsible	The Office Research and Creativity Advancement
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**AUC Artists in Residence Program (AiR)**

**1. Introduction**

‘Artists’ residencies provide artists and other creative professionals with time, space, and resources to work, individually or collectively, on areas of their practice that reward heightened reflection or focus.’ Artists’ residencies typically offer accommodation, artistic coaching, production support, and/or presentation facilities. Increasingly, residencies are thematic with the artists in residency working with other artists, scientists, and professionals from a range of disciplines and sectors and/or working within defined communities on specific themes. Artists’ residencies may lead to a tangible outcome, like an art production, an exhibition, a project, a workshop, or a collaboration, or may state that there are no prescribed outcomes.

The AiR program aims at bringing renowned artists and other creative professionals to AUC, for varying lengths of time, for them to actively contribute to the arts and other creative activities at AUC, engaging faculty members and students. Aligned with AUC strategic plan, the goals of the program are:

- Support the development of artistic quality, content, and substance.
- Provide an opportunity for exchange with international artists’ communities
- Facilitate the development of methodologies, theories, and modes of production in favor of strengthening the presentation of performative arts
- Offer a close encounter between artists and researchers from various fields of knowledge to trigger innovation that connects artistic and social needs
- Exchange and disseminate knowledge, experiences, and insights within the field and across borders

Every academic year, up to two nominations are welcomed from each school (including ALA). Individual full-time faculty members may nominate candidates. However, these nominations should be screened and approved by the nominator’s department and school.

The Provost may seek balance in disciplines served by this program, but need not periodically rotate the award between schools.

**2. Guidelines**

***2.1 Eligibility for nomination***

The Artist in Residence program is open to emerging, mid-career, and established professional artists working in the following disciplines: Visual and Media Arts (including Film/Video), Dance, Music, Multidisciplinary, Theatre, and Literary Arts.

- **The research residency:** is meant for artists, who are known to influence the different fields of art through their artistic work, experiments, research, and practice.

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- **Production residency:** is meant for artists in a production process that wants to elaborate and develop an idea/project into a final product/work.
- **Development residency:** is meant as an "incubator", where artists can explore and find methods for their work and professional establishment.

**2.2 Possible engagements of the visiting artist**

- Deliver seminars, and/or workshops at AUC
- Be involved in organizing a conference at AUC
- Engage community members in creative activities/experiences
- Conduct public performances
- Hold public exhibitions
- Be involved in a research project

**2.3 Procedure**

- The Associate Provost for Research issues a call for nominations for AiR each year
- Each school can submit up to two nominations for each call
- A full-time faculty member may nominate a candidate using the following link <https://www4.aucegypt.edu/air/>
- Nominations must be screened and approved by the concerned department chair and the relevant school dean, who are to evaluate the nomination(s) and provide recommendations
- The submitted nomination moves through the online system from the nominator to the department chair.
- The department chair is then to evaluate the nomination and decide whether to endorse it or not. The department chair is to then send by email to the school dean the nomination he/she endorses, together with the endorsement rationale and all supporting documents.
- It is expected that the above steps are completed within two weeks.
- The dean of each school is to then evaluate the submissions from its academic departments, and prioritize the submissions he/she endorses. The dean of each school will then email the Associate Provost for Research at [AP-RIC@aucegypt.edu](mailto:AP-RIC@aucegypt.edu) the nomination(s) from the school with the rationale of the school endorsement and all supporting documents by the deadline specified in the Call. Each school can submit up to two nominations. Each school dean may set up internal deadlines to better serve his/her school.
- The Associate Provost for Research reviews and evaluates received nominations, with the supporting documents and departmental and school endorsements, and prioritizes them.
- The list of prioritized nominees is presented to the Provost for a decision on the final selection.
- The list of the prioritized nominees may be presented to the Provost Council for discussion and recommendations.
- The Office of the Associate Provost for Research, Innovation, and Creativity then informs the schools of the approved AiRs.

#### ***2.4 Duration***

The possible duration for residencies varies between art forms and artists. Individual artists, like visual artists and writers, are often interested in longer terms, and artists working in collective art forms, such as dance and theatre seem to prefer shorter periods.

**The school is to specify one of the possible durations below as appropriate to the activity plan:**

- One month: to cover the winter semester
- Two months: to cover the summer semester
- Four months: to cover the fall or spring semesters
- Three days visit: to deliver two days activity plan
- Six days visit: to deliver five days of activity plan

#### ***2.5 Funding***

- For longer stays (one to 4 months), the recipient is eligible for a round trip economy class airfare. He/ She is entitled to compensation up to 10,000 US dollars per month. The compensation may vary according to the status of the visiting professor. The department submitting a nomination will specify the expected compensation package, which will be one of the evaluation criteria. This will allow for the optimal use of funds designated for this purpose.
  - For shorter stays (3 to 6 days) The recipient receives an honorarium as follows:
    - \$ 1000 for the two days activity plan
    - \$ 2000 for the five days activity plan
    - Accommodation at a local five-star hotel (bed and breakfast), for a maximum of 3 nights for 2 days of activities and 6 nights for five days of activities (for international recipients)
    - LE 500 per day for local expenses, including hotel bills other than room accommodation (such bills are not covered by AUC).
    - A round trip economy airfare (for international recipients)
    - Hospitality LE 1,500 to cover a reception organized by the department.
- N.B: The breakdown of the assigned budget is not transferrable to other items

#### ***2.6 Responsibilities of the nominating units***

The department(s) hosting the recipient is responsible for all other costs related to instruction, office, and clerical support (copying, space, office phone, etc.). The host department(s) should handle all arrangements. Such arrangements could include (though are not limited to) helping the recipient access resources such as IT support, University libraries, equipment, campus parking, and university transportation where applicable. The nominating department will be responsible for making all expense reimbursements for the recipient during the term of the visit. At the end of the visit, the hosting department is to submit a report specifying the outputs of the visit, the activities carried out by the DVP, and the benefits to the department, school, and AUC at large.

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***2.7 Content of the application***

1. Nominee Information:
  - a. Name
  - b. Affiliation and Occupation (University, Company, Current career, etc.)
  - c. Title
  - d. Address
  - e. Citizenship
  - f. E-mail or URL
  - g. Specialization
2. Contact (person designated to contact this nominee).
3. Activities to be conducted by the DVP, together with the topics/ areas of interest to be addressed by the DVR.
4. Proposed visit dates
5. Endorsement letter from the department, which should include:
  - a. Description of how the nominee's background and skills will enrich knowledge in the department, school, or campus at large.
  - b. Full plan by the nominee of the activities to be conducted during the residency
6. Endorsement letter from the school dean
7. Evidence of exceptional creative achievements
8. The candidate's curriculum vitae, including lists of his/her work, and previous residencies where applicable