

UNIVERSITY OF WYOMING

Office of Academic Affairs
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March 20, 2019

TO: Deans, Directors, and Department Heads and Chairs
RE: Applications for use of the Flittie House (2019-2020)

In accordance with Professor Ed Flittie's will, in which he bequeathed his house to the University, the Faculty Development Committee solicits applications for the use of that house during the academic year 2019-20 by visiting faculty. The house is currently reserved until July 5, 2019. The maximum period of occupancy is one calendar year. Applications, with an explanation of the specific use proposed for the house and a justification for that use, are due in the Office of Academic Affairs by **Friday, May 3, 2019**. The Faculty Development Committee will review the applications and make final decisions. Applications should include specific dates for use of the house. Please note that preference will be given to applications covering full-year occupancy of the house. If the house becomes vacant, the committee will consider any applications that arrive after the due date. Visiting university administrators, other than department or division heads and chairs, are not eligible to use the house.

The house features tasteful appointments: maple wood and marble accents, with tile in the bathrooms, kitchen and dining area. There are comfortable interior furnishings, a fully-equipped kitchen, washer, and dryer. The two bedrooms have queen-sized beds with linen provided. The living-dining-kitchen area is equipped with an entertainment system that includes a large flat panel television and Blu-Ray/DVD player. The home is wired with T-1 high-speed internet connection throughout.

Visiting faculty will be responsible for utilities, snow removal, and lawn care, which are billed directly from UW. The visiting faculty member will be responsible for all cost up to \$400. Any cost beyond that amount will be taken care of by the endowment. If the sponsoring department or division would like to cover these costs, a housing allowance must be set up through payroll so that we can appropriately report the payment as taxable income. Please contact Nasser Albeiruty in Academic Affairs for more information.

Sincerely,



Jaime Hornecker, Chair
Faculty Recognition & Development Committee

