Congratulations and Welcome: What to Expect From Your Upcoming Residency

Congratulations on being selected as the University of Wisconsin–Madison Arts Institute’s next Artist in Residence. The residency will be an intense experience, but we expect it will be a very rewarding one for you. We encourage you to use your teaching and outreach during your residency here to further your individual research and fuel your creative practice.

Your weekly teaching commitment will be a minimum of 2.5 hours of contact time for lecture courses and 5 hours of contact time for studio courses. Bear in mind you will need to allot sufficient time for teaching preparation and for individual student interaction through meetings or email. Note that your course will ideally accommodate a minimum of 16 students, and up to 40 for lecture courses.

In addition to whatever public events you plan in conjunction with your residency, know that you will be presenting regular public talks on and off campus, visiting and speaking to other classes, and giving radio and newspaper interviews. You should also plan on attending one or more faculty meetings in your host department, as well as any Arts Institute affiliate faculty events. If you bring guest artists to campus, you will need to work with Arts Institute staff to ensure arrangements are covered for their entire visit, including airport pick up or drop off and meals. You will also need to plan time for hosting them yourself, including accompanying them to meetings, public events, and social events.

We would be happy to put you in touch with former artists in residence to discuss how they organized their time on campus – just let us know!
Interdisciplinary Arts Residency Program (IARP) Important Contacts

We look forward to working closely with you to make your residency a success.

Interdisciplinary Arts Residency Staff
Emily Lewis, Interdisciplinary Arts Residency Program Coordinator
608-890-2196; emily.lewis@wisc.edu
The IARP Coordinator is your first and main contact at the Arts Institute

Kate Hewson, Assistant Director of Academic Programs
608-263-9290; kate.hewson@wisc.edu
Kate H. oversees the IARP more generally

Arts Institute Communications and Events Planning
Heather Owens, Audience Development & Communications Specialist
608-890-1172; heather.owens@wisc.edu
Heather handles press releases, media connections, and print marketing

Kate Lochner, Digital Marketing Specialist
608-890-3316; kate.lochner@wisc.edu
Kate L. handles social media, web sites, and e-newsletters

Allen Ebert, Arts Resource Coordinator
608-890-1185; arebert@wisc.edu
Allen handles event planning including space and logistics

Arts Institute Administration
Staci Francis, Associate Director of Administration
608-890-3794; sfrancis@wisc.edu
Staci handles HR, benefits, and budgets

Fin Spec, Financial Specialist – position to be filled
Phone; first.last@wisc.edu
The Financial Specialist handles payments and reimbursements

Host Department for Your Residency
Lead Faculty
Department Chair
Department Administrator

For more background on the university, the Arts Institute, the Interdisciplinary Arts Residency Program, and your host department, please see:

University of Wisconsin-Madison home page http://www.wisc.edu
Arts Institute home page http://artsinstitute.wisc.edu
Interdisciplinary Arts Residency Program http://artsinstitute.wisc.edu/iarp.htm
Your host department http://xxxx.wisc.edu
**Before Your Residency: The Planning Visit, Residency Budget, Housing in Madison, Clothing in Madison, and Details about Your Hire**

**The Planning Visit**

The Arts Institute will organize a planning visit to take place the semester prior to your residency. We will arrange and cover the cost for the planning visit, including travel, lodging, per diem, and a modest honorarium. You will receive a letter of agreement confirming details and a detailed itinerary close to the date of the visit.

One of the first things to do upon your selection as Artist in Residence is to confirm the dates of your planning visit with your faculty lead and with Arts Institute staff.

**Your Residency Budget**

The budget for your residency was defined in your proposal, and will be discussed during the planning visit. The overall amount is set, but funds can be reallocated within the budget.

*What can the residency budget cover?*

Funding from the Arts Institute for your residency provides for:

- Your salary and benefits at the level of an associate faculty member
- One round trip to and from campus at the beginning and the end of your residency
- The remaining amount is available for:
  - Course supplies and expenses
  - Travel, honoraria, and expenses for guest presenters and speakers in the course

The Arts Institute will cover all residency publicity, marketing, and documentation separately. Please note that if something is not provided for in your residency budget, it cannot be covered. Your lead faculty or other residency partners may search for additional funding to supplement more extensive programming.

*What will the residency budget not cover?*

You will need to pay for these items out of your residency salary or personal funds:

- Your housing costs while in Madison
- Travel costs for personal or artistic reasons during the residency

**Your Housing in Madison**

Your housing during your residency needs to be arranged for in advance of your move to Madison. Due to state rules, we are unable to provide you with housing during your residency, and thus you will have to sign a lease directly with a landlord and cover the cost of housing yourself. We will assist you as much as possible by providing advice on what to look for and by identifying possible housing options for you.
It is a good idea to try to visit prospective residences during your planning visit. Please keep in mind that due to the nature of our local housing market, it can be very challenging to find good short-term furnished lease options. You should expect to pay in the range of $1,200-1,600 per month.

Take a look at the following sites to get a sense of what is available:


Details About Your Hire: Salary Level, Getting on Payroll, and Direct Deposit

Administratively, you will be hired through the Arts Institute, and are eligible for full health benefits.

When will I be paid?

You will receive your first paycheck on the first of the month following the semester start date and you will receive your last paycheck on the first of the month following the semester end date. For example, for a fall semester residency you will be paid on October 1st, November 1st, December 1st, and January 1st. For a spring semester residency, you will be paid on February 1st, March 1st, April 1st, May 1st, and June 1st.

For information on how to set up direct deposit, see: http://www.ohr.wisc.edu/benefits/check-distribution.aspx

I am foreign national; what else to I need to know?

If you require a visa to work in the United States, start working with Staci Francis at the Arts Institute as early as possible on the paperwork and requirements. Without the correct visa, the university cannot legally hire you, which will jeopardize your entire residency.

Within 5 days of your appointment start date, you will need to set up a Glacier account, which is tax compliance software for international individuals on UW Payroll, including resident aliens, permanent residents, and nonresident aliens. You should automatically receive two emails instructing you how to sign up from support@online-tax.net (Glacier) and from uwhradministration@ohr.wisc.edu (UW Administration). For more information on Glacier, see: http://www.ohr.wisc.edu/benefits/pay/foreign-nationals.aspx
Getting Started When You Arrive: Health Insurance, Transportation, and Access to University Resources

Health Insurance and Dental Insurance

Excellent health insurance for you and any legal dependents is included as a benefit of working for the University of Wisconsin–Madison. The coverage is very comprehensive and includes dental. There are low monthly costs (under $100 for an individual, more for a family) and co-pays. You will need to complete and submit your health insurance registration forms before the start of your residency in order to be covered immediately, ideally during your planning visit. Of special note:

- You must submit your enrollment documents by the end of the month prior to the start of your residency in order to be covered when your residency begins. For fall residencies, you must submit your health insurance registration forms by August 31st in order to have coverage as of September 1st; for spring residencies, you must submit your health insurance registration forms by December 31st in order to have coverage when the semester begins in mid-January.
- Although you might not receive your insurance card in the mail until a few weeks into your residency, and may not show up in the “system” immediately, you are in fact covered if you need medical attention of any kind.

Benefits resources:

http://www.ohr.wisc.edu/benefits/
http://www.ohr.wisc.edu/benefits/health/

Access to University Resources

Your university ID card

Access to most university resources depends on you “getting into the system.” After your hire has been confirmed (contact Staci Francis to confirm it), the next step to take is getting your university ID card, or WISCARD. The process takes only minutes at the WISCARD office.

The WISCARD office is located on the first floor of Union South, and open Monday–Friday, 8:30 a.m.–5:30 p.m. For further information, see: http://wiscard.wisc.edu/get-your-wiscard.html

Your NetID and access to electronic resources

Once you have your WISCARD, you can activate your NetID, through which you can gain access to email and other university electronic resources.

To activate your NetID, go here: https://mynetid.wisc.edu/activate. Visual directions for the NetID activation process are located here: http://helpdesk.doit.wisc.edu/page.php?id=1140#facstaff

If you need Internet access while on campus before you are able to activate your NetID, the Arts Institute can obtain a temporary NetID for you.
**Campus office host and teaching space**

Your host department is required to provide you with access to an office. You should speak to staff in your host department about office access. If you need a key to access the assigned classroom space for your course, your host department should also be able to assist you with that.

**Getting Around Town: Transportation and Parking**

Many visiting artists do not bring a car, but instead use a combination of bus, bike, or short-term car rental. Here are some links to transportation services in Madison. We will be happy to explain the pros and cons of each in more detail. For general information about transportation and parking on campus, see: [http://transportation.wisc.edu/](http://transportation.wisc.edu/)

**Getting around by bike**

Madison is a bike-friendly city, especially from March through October, and there are numerous bike paths and bike lanes. (You can also put your bike on the front of a Madison Metro bus, if you need to for any reason.) You can find information on bicycle maps here: [https://www.cityofmadison.com/bikeMadison/planTrip/map.cfm](https://www.cityofmadison.com/bikeMadison/planTrip/map.cfm)

If you don’t have a bicycle, or prefer not to bring a bicycle to Madison or buy one while you are here, one low-cost option that some people use is Trek’s B-cycle. The B-cycles are similar to Citi Bikes in New York City, or Divvy Bikes in Chicago. There are B-cycle stations located all around campus and in many places around town. For more information, see: [https://madison.bcycle.com/](https://madison.bcycle.com/)

**Getting around by bus (Madison Metro)**

Because of the dearth and expense of parking on campus, many university students and employees ride the bus to and from campus. Madison has a very good bus system, with the density of bus lines at its greatest in the part of the city on the isthmus. For information on the bus system, see: [http://www.cityofmadison.com/metro/](http://www.cityofmadison.com/metro/)

**How can I get a bus pass?**

One of the benefits of being a university employee is a low-cost bus pass, which currently costs $24 for the full duration of the semester. You can have your bus pass mailed to you, or you can pick it up in person. (Either way, you will need your WISCARD to request it.) For information, see: [http://transportation.wisc.edu/transportation/bus_pass.aspx](http://transportation.wisc.edu/transportation/bus_pass.aspx)

**Getting around by rental car**

**Short-term rental cars**

Madison also has all of the standard rental car companies available for longer rentals. (Hertz, Budget, Enterprise, National, etc.).

Getting around by taxi


Traveling out of town

We understand that as a working artist, you will have commitments for which you might need to travel during the residency. The residency budget covers one round-trip from your home to Madison, but any other travel for personal or artistic reasons will be your responsibility. Please communicate with lead faculty and Arts Institute staff about any dates you will be out of town, and ensure that your teaching obligations are covered.

Other Travel Resources:


Your Course

The lead faculty is your main resource for the academic components of your residency. Do not hesitate to seek their input. It is important to collaborate or otherwise coordinate with the lead faculty member with regard to syllabus design, course instruction, the composition of students in your course, student expectations in UW–Madison courses, how to submit grades, using electronic class email lists, using electronic resources for course instruction (such as Learn@UW), and other matters. (Since you will be here for just a semester, the lead faculty is considered the UW Instructor of Record, and is responsible for submitting grades.)

Your official teaching obligation is a minimum of 3 credits (for lecture classes, this means 50 minutes 3x/week for 15 weeks; for studio classes, this means 100 minutes 3x/week for 15 weeks). You should also maintain office hours for students or be available by appointment.

Arts Institute staff have many examples of past residency syllabi and can provide you with examples to work from when planning your course.

You can see the academic calendar (semester schedule) here: [http://www.secfac.wisc.edu/acadcal/](http://www.secfac.wisc.edu/acadcal/)

Note 1: The Arts Institute will have students complete course evaluations at the end of the semester. These evaluations will be in addition to any that are conducted by the department through which the course is offered.
Note 2: The Arts Institute would like an electronic copy of the final version of your syllabus for our records.

**Your Residency's Public Events**

The Arts Institute will lead the planning of your public events of your residency, which will be discussed and agreed upon in outline form during the planning visit. Further details will be worked out after your planning visit and before your residency begins.

The Arts Institute will secure venues for your public events, as well as promote them through marketing efforts. Note that it is important to nail down the details of your residency's public events at least two months before it begins, in order to provide enough time for effective promotion and marketing efforts.

As part of your public event series, you may choose to bring other artists to campus as funds allow. The Arts Institute will take care of booking airfare and lodging for these guest artists. Each facet of a guest artist's visit should be provided for in your residency budget, from travel and lodging expenses to any meals. (Note that reimbursement for meals is tricky, and can neither go above the state-mandated maximum of $38 per day, nor include alcohol.)

We ask that you discuss your expectations for hosting guests with the Arts Institute so that we can make the visits of your guests as productive and enjoyable as possible for you, the guests themselves, and the campus and local arts communities alike.

**Outreach During Your Residency**

You are encouraged to do outreach to the community during your residency. Examples of outreach include giving guest lectures, going to classrooms, and other public speaking engagements on and off campus.

*Press coverage*

Your residency will generate local press coverage, and the Arts Institute will coordinate with you regarding how to best handle media requests and gain favorable media coverage of your residency here.

**Further Reading About Madison: The University, The City, The Area, and Its History**

The University of Wisconsin–Madison, the City of Madison, and the surrounding area is rich in history, some of which may be unknown or otherwise surprising to you. Here are some subjects you may be interested in investigating:

*War*
- Black Hawk War
- Madison/Wisconsin during the Civil War

*Scientific discovery*
The university's role in the discovery of Vitamin D
The university's role in stem cell research

**Social and economic policy**
- Wisconsin Idea
- Social Security and unemployment insurance
- Cooperatives

**Politics**
- Fighting Bob La Follette and the Progressive Era
- Senator Joe McCarthy
- Vietnam Protests in the 60's (including the bombing of Sterling Hall on campus)
- Earth Day and Governor Nelson
- 2011 protests and Capitol occupation
- Sustainable agriculture and the slow and local foods movements
- Ho Chunk and other American Indian reservations

**Arts, entertainment, and culture**
- Otis Redding
- Ringling Brothers Circus (Baraboo)
- Dr Evermor's Forevertron
- Frank Lloyd Wright and Taliesin
- American Players Theatre
- Wisconsin Supper Clubs
Residency Reflections: From Past Artists in Residence

“I wish I knew how rich, wide, and deep the reservoirs of knowledge and inquiry were at the university. I might suggest to future artists-in-residence that they consider deeply their own work, what they're seeking to say with it, what they want to explore and seeking to learn, and then encourage them to open a dialogue with the Arts Institute and other sponsors of the residency about how to build bridges to faculty, staff, and researchers on campus who are exploring similar fields.

Again, I feel like my residency, as planned, was very rich and rewarding. I just feel that, in part because I was traveling so much during the semester, I perhaps didn't tap the university as deeply as I might have liked to.”

– Alex Rivera, UW Arts Institute Fall 2013 Interdisciplinary Artist in Residence

“What I didn't know was that this residency would also have a profound impact on my own work as an artist. That [impact] was happening in the classroom with my students was not only spilling over into my own work and my way of moving through the world, but also coloring my entire view of human nature and what it means to be alive.”

– Lynda Barry, UW Arts Institute Spring 2012 Interdisciplinary Artist in Residence

More questions and not sure where to turn for answers?
If you have questions, please contact Emily Lewis at emily.lewis@wisc.edu or 608-890-2196.