

The following are the guidelines for universities in the United States that wish to propose themselves as the institutional home for the Instituto Internacional de Literatura Iberoamericana (Instituto or IILI) and the *Revista Iberoamericana* for the period 2008-2014 with possible subsequent six-year renewals. All proposals will be evaluated by the governing board (“Mesa Directiva”) of the Instituto during spring semester 2007 and submitted to the Instituto membership for a vote no later than December 2007. This will allow a smooth transition during spring semester 2008 from the present officers to those who will formally start their duties in July 2008.

These guidelines are based in part on a 2006 Memorandum of Agreement between the Instituto and the University of Pittsburgh, which formalized the relationship between the Instituto and the University where it has been housed since 1954, though without there being any type of written agreement during those many decades. This agreement, approved by the “Mesa Directiva” in June 2006, extends through June 2008, with the possibility that the University of Pittsburgh will make a proposal for subsequent periods. The “Mesa Directiva” has resolved to publish these guidelines as a model for future formal agreements between the host institution and the Instituto.

According to the Instituto by-laws (*estatutos*), universities wishing to propose themselves to house the Instituto and serve as the institutional base for the *Revista Iberoamericana* must be in the United States. It is the judgment of the “Mesa Directiva” that the sponsoring university should have a doctoral program in Latin American literature, as the Instituto relies on graduate students to help with the preparation of its publications.

The officers mentioned in this agreement include a President, Vice President, and four at-large delegates (*vocales*), and, associated with the institutional home of the IILI, a Director of Publications and a Secretary-Treasurer. Any proposal for the 2008-2014 period should include the names of the proposed Director of Publications and Secretary-Treasurer, who must be faculty members at the university making the proposal and members of the Instituto. An Associate Director of Publications can also be proposed from the university faculty. The membership will vote on approval of the candidacy of the two positions specified in the by-laws—Director of

Publications and Secretary-Treasurer—as part of a unified proposal from the university. The proposal should address the following elements:

1. The university recognizes that the Instituto is an autonomous organization governed by officers elected by its members.
2. The university agrees to provide two staff members to the Instituto and to pay salaries, benefits, and raises for the period of the agreement. These staff members are employees of the university, and supervisory and reporting relationships must be in conformity with university personnel policies and procedures, and with the university's staff compensation policies.
3. The university will also provide graduate student candidates to assist with Instituto publications. Compensation for these students will be shared by the Instituto and the university.
4. The Instituto agrees that the proposed university shall be identified as the editorial home of the Instituto and the *Revista Iberoamericana* through a statement to that effect in each volume of the *Revista Iberoamericana* and other Instituto publications and materials.
5. The Instituto will be responsible for its own budget, and will pay for part of the costs of printing, mailing, office supplies and equipment. If the university agrees to provide partial support of these costs, that should be stipulated in writing in the written agreement for the period in question. The university agrees to provide regular access to telephone and mail services and to provide technical support for the Instituto website. This should include support to digitize back issues of the *Revista Iberoamericana* and other Instituto publications.
6. The university will provide appropriate office space for the editorial and other activities of the Instituto, as well as storage space for publication inventory. Space must be

provided for surplus inventory, which needs to be accessible when the IILI staff or officers so request.

7. The Director of Publications and Secretary-Treasurer should make an annual report on publication activities to the President and other members of the Mesa Directiva. New publication series should be approved by the Mesa Directiva. There should also be regular consultations with the elected Editorial Committee on book publications and special issues of the *Revista Iberoamericana*.
8. The proposal should include information on the links that would exist between the IILI and related departments and programs at the university, making clear what institutional support exists at the university for advanced work on Latin American literature and Latin American studies, and what commitments the university has made to international programs more generally.

To submit a proposal or to request information, please consult with the Mesa Directiva.

Daniel Balderston, Presidente: daniel-balderston@uiowa.edu
Lucia Guerra, Vice Presidente: lcunning@uci.edu
Raquel Chang-Rodriguez, Vocal: rchangrodriguez@ccny.cuny.edu
Carmen Ruiz Barrionuevo, Vocal: barrionu@usal.es
Maureen Ahern, Vocal: ahern.1@osu.edu
Regina Harrison, Vocal: reglee@umd.edu
Mabel Morana, Directora de Publicaciones: mabelmorana@yahoo.com
Bobby Chamberlain, Secretario Tesorero: chambln@pitt.edu