



Presentation and Speaker Events Policy

Policy Statement

This policy outlines the procedures and requirements for inviting outside speakers, hosting events open to the public, and ensuring the free exchange of ideas within the University community. The University values free speech and open dialogue and it recognizes that as a private institution, there are certain responsibilities and procedures to uphold the principles of reasoned discourse.

1. Invited Outside Speaker Requirements

1.1. Any outside speaker invited to the University must have a University sponsor. The University sponsor is defined as a faculty member, center, student organization, or department, and is responsible for overseeing and coordinating the event.

2. Events Open to the Public

2.1. Events open to the public must be registered and submitted to the department head, respective dean, divisional vice president, or Dean of Students at least four (4) weeks prior to the event as appropriate.

2.2. During the event registration process, the following information must be submitted:

- Event name
- Event topic
- Event date and time
- Event location
- Sponsoring entity or entities
- Name of outside speaker (if any)
- Intention to invite the public

2.3. Registration allows the University time to address important logistical aspects, such as ticketing, security, IT usage, and more. This lead time is necessary to ensure adequate space, appropriate logistical support, and sufficient administration.

3. University Faculty, Staff, and Administrators Requirements

3.1. University faculty, staff, and administrators intending to host an event open to the public must inform and receive written approval from their department head, respective dean, divisional vice president, or

Dean of Students. The approval must cover details including the intended speaker, topic, date, time, and the intended audience.

4. Principles of Free Speech and Expression

4.1. The University expects that any approved and invited speakers will be allowed to deliver their message unimpeded by interruption or disruption. This principle is intended to maintain an environment conducive to the free exchange of ideas.

4.2. The University believes that an invited and approved speaker has the right to express themselves, and the audience has the right to listen. However, should any individual wish to express their dissent to a speaker, program, presentation, or topic, they must do so in compliance with and accordance with the Freedom of Inquiry and Expression policy found in the Student Handbook and Faculty Manual.

5. Compliance and Enforcement

5.1. Compliance with this policy is mandatory, and violations may result in appropriate sanctions in accordance with the University's established procedures and codes of conduct.

6. Review and Updates

6.1. This policy will be reviewed periodically to ensure its continued relevance and effectiveness. Updates and revisions may be made as necessary.

7. Related Policies

7.1. This policy should be read in conjunction with the [News Media Policy](#), which outlines procedures and guidelines for members of the campus community interacting with members of the media, and the Policy and Procedure on Disruption of University Activities or Threats to Public Health, Safety, or Welfare as part of the Freedom of Inquiry and Expression policy.

Reviewed: August 20, 2024