OFF-CAMPUS SPEAKERS

A. Invitation to Speak

Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office.

B. Disclaimer

At the time of the speech, the host must announce that the speaker's views are his/her own and do not reflect the views of the college.

C. Classroom Speakers

Speakers invited to individual classes as part of routine classroom instruction shall be exempted from the requirements listed here, except that the Vice President of Instruction must be notified in advance in writing to visiting classroom speakers.

D. Notification

The college president shall be notified at least two weeks prior to the date of the event.

E. Scheduling

The host is responsible for all special arrangements to include room reservations and any special equipment necessary for the presentation.

F. Publicity

The host is responsible for all publicity. Announcements, brochures, etc., must be cleared through the Public Information Office.

G. Fees

Any fee and/or other costs of the event shall be the responsibility of the host.

H. Objections:

1. In the event that a member of the academic community or the community at large deems the appearance of a particular speaker inappropriate, he/she may lodge a written objection with the college president no later than three school days before the scheduled appearance.

2. The president shall convene the appropriate college committee to determine the validity of the complaint.

Approved: April, 1991