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4 OFF-CAMPUS SPEAKERS
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6 **A. Invitation to Speak**
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8 Individuals from off campus may be invited to speak on campus by a member of the faculty,
9 faculty organizations, a department or division, the administration, or by a recognized
10 student group that has a charter filed with the student activities office.
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12 **B. Disclaimer**
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14 At the time of the speech, the host must announce that the speaker's views are his/her own
15 and do not reflect the views of the college.
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17 **C. Classroom Speakers**
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19 Speakers invited to individual classes as part of routine classroom instruction shall be
20 exempted from the requirements listed here, except that the Vice President of Instruction
21 must be notified in advance in writing to visiting classroom speakers.
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23 **D. Notification**
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25 The college president shall be notified at least two weeks prior to the date of the event.
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27 **E. Scheduling**
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29 The host is responsible for all special arrangements to include room reservations and any
30 special equipment necessary for the presentation.
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32 **F. Publicity**
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34 The host is responsible for all publicity. Announcements, brochures, etc., must be cleared
35 through the Public Information Office.
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37 **G. Fees**
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39 Any fee and/or other costs of the event shall be the responsibility of the host.
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41 **H. Objections:**
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- 43 1. In the event that a member of the academic community or the community at large
44 deems the appearance of a particular speaker inappropriate, he/she may lodge a
45 written objection with the college president no later than three school days before
46 the scheduled appearance.
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- 48 2. The president shall convene the appropriate college committee to determine the
49 validity of the complaint.
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