

12.99.99.R0.05 Invited Speakers

Approved March 1, 2005
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Procedure Statement

Texas A&M University-Commerce strives to provide an open forum for the examination of different philosophies and divergent ideas which are a part of the world in which we live. Freedom of inquiry and of expression can achieve this educational objective so long as the views expressed are subject to critical evaluation and do not teach violation of state or federal laws, The Texas A&M University System policies and regulations, or university rules and procedures.

Reason for Procedure

This procedure is to be used as a guide by university organizations or faculty when hosting guest speakers on campus.

Procedures and Responsibilities

1 GENERAL

- 1.1 The appearance of a speaker or program on the A&M-Commerce campus does not necessarily mean that the university endorses or supports the views expressed, nor that the sponsoring organization or faculty member necessarily endorses or supports those views.
- 1.2 Any recognized university group may invite a speaker and program and may use university facilities for open or closed meetings, subject to the guidelines in this procedure.

2 POLITICAL SPEAKERS

University facilities and resources may not be used to promote political candidates or support political fundraising activities. When an organization plans to extend an

invitation to an elected or appointed governmental official, the Office of the President shall be notified so that appropriate courtesies may be extended.

3 EXTRA-CLASSROOM SPEAKERS/PROGRAMS

3.1 Speakers or programs should be considered in terms of the total educational purpose of A&M-Commerce and planned to satisfy various areas and degrees of interest within this community.

3.2 The responsibility for initiating extra-classroom activities rests with the sponsoring organization, which should keep in mind the specific purpose of the particular organization and its place in the larger university community.

4 CLASSROOM GUEST SPEAKERS

4.1 A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the university educational program.

4.2 In such cases, the head of the department involved will be advised in advance of the intention to invite a guest speaker.

5 SPEAKERS OR PROGRAMS OUTSIDE THE CLASSROOM

5.1 If an off-campus speaker is to be invited to address an open meeting held by or sponsored by a student organization, the faculty adviser must approve prior to the time that an invitation is extended and publicity is released. No university facility may be reserved without evidence of the approval of the faculty adviser. A current roster of recognized student organizations and their faculty advisers will be maintained by the Student Involvement Suite.

5.2 Publicity and communication concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied university sponsorship.

5.3 If using university facilities, the event must be registered with the [Scheduling Office](#) housed in the Sam Rayburn Student Center.

5.4 The notice of registration should be made at least thirty (30) days in advance of the expected program. Any exception to this must be made by the Provost and Vice President for Academic Affairs. The notice of registration shall:

5.4.1 Identify the speaker, the topic, and the nature of the meeting, and

5.4.2 Be signed by the president of the organization and by the faculty adviser.

5.5 In case a request for the use of a university facility by a recognized organization is not granted, it is the responsibility of the university officer to whom the request was made to notify the requesting organization promptly in writing, stating the reasons for the denial.

6 INTERNATIONAL VISITING SCHOLARS/SPEAKERS

6.1 In order to ensure that A&M-Commerce is not doing business with individuals or entities that have been debarred, denied export privileges, or are otherwise on one of the numerous government Restricted Party Lists, A&M-Commerce must screen individuals and entities. Visiting Scholars/Speakers must also be evaluated for Restricted Party Screening.

6.2 The International Visiting Scholars/Speakers Request only applies to international visitors that will:

6.2.1 Be involved in a research project or collaboration, and will not have access to laboratories and research facilities for the purposes of observing or conducting research; and/or

6.2.2 Be issued a A&M-Commerce identification card, keys to offices or laboratories, or otherwise be given access to the A&M-Commerce computing system in any way or manner; and/or

6.2.3 Be paid an honorarium, will be reimbursed for expenses, or will be provided something of value.

6.3 International visiting scholars/speakers are foreign persons having a residence in a foreign country, who are not employees or enrolled students of A&M-Commerce and are coming to A&M-Commerce on a temporary basis as a result of a verbal or written invitation made to the foreign person by a faculty member, researcher or administrator of A&M-Commerce.

Related Statutes, Policies, or Requirements

[University Rule 07.03.01.R1 Political Campaign Events and Partisan Political Activities on University Property](#)

Appendix

[International Visiting Scholar/Speaker](#)

Contact Office

President's Office
903-886-5009