

## **ACADEMIC POLICY MANUAL 625 OUTSIDE SPEAKERS AND EVENTS ON CAMPUS**

In accordance with the January 1962 resolution of the Trustees of The California State University that "... *the colleges respectively are directed to continue or develop the policy most appropriate to them to assure that outside speakers brought to the campus will contribute to educational values, that is the pursuit of truth and citizenship values, and not be brought in for propagandizing purposes,*" California State University, Fresno is committed to free discussion of ideas and issues.

### **I. PRINCIPLES**

The guiding principles underlying this policy are summarized as follows:

1. The regularly scheduled instructional class program of the University must have first priority in the use of university facilities;
2. This Outside Speakers and Events on Campus policy does not apply to speakers invited by the respective faculty or instructors into a specific course in the scheduled classroom or laboratory to teach or interact with students or other invitees in that course.
3. University facilities made available to outside speakers are to be used only in conformance with university policies;
4. The institutional control of campus facilities must not be used as a device of censorship (i.e., of precluding a speaker because of disagreement with the views s/he proposes to present);
5. Outside speakers may appear only on invitation of the University or an officially recognized university organization, and under policies and procedures approved by the President;
6. Every reasonable effort should be made to assure that over a period of time, varied points of view are presented;
7. The right of self-expression does not extend to preventing self-expression by others;
8. The anticipated amount of state or student body funds to be paid to or on behalf of each particular speaker both for fees and expenses is public record and should be noted in the minutes of the sponsoring organization and in the appropriate documents filed with the university or with the Associated Students, Inc.
9. University will continue to pick up normal costs. However, if additional staff have to be hired the event would pay for it.

10. The President or designee may deny any request for, or cancel any scheduled use of university facilities. <sup>1</sup>
11. Individuals planning to host events should initiate plans well in advance of the scheduled date.

## **II. OUTSIDE SPEAKERS AND AUTHORIZED SPONSORS**

An outside speaker, presenter, or performer is a person or group not formally affiliated with the University invited to give a speech, lecture, symposium, panel, musical or artistic performance, or other such presentation on campus or at a university facility.

An outside speaker must be requested by an authorized sponsor. An authorized sponsor is a university academic or administrative unit, or a recognized university group or organization. Student groups are recognized by Student Activities and Leadership Development in accordance with the criteria outlined in the guidelines and procedures for the recognition and governance of student organizations.

Authorized sponsors include:

- a. Departments, programs, colleges/schools, or other appropriate units within Academic Affairs <sup>2</sup>
- b. Units that report to the Vice President for Administration, Vice President for Advancement, and the Vice President for Student Affairs and Dean Of Students.
- c. A student organization that is recognized by the University, and registered with the Office of Student Activities and Leadership Development. <sup>3</sup>

## **III. CRITERIA FOR SPONSORED EVENTS**

The following conditions must be met:

- A. The potential for achieving the Trustees' objectives must be evident; actions of a group bringing a speaker on campus are subject to review by the University;
  1. All proposed events open to the entire campus community or general public shall be authorized by the appropriate vice president or designee.
  2. Normal classroom instruction shall not be disrupted.
  3. All appeals regarding a denial of authorization for an event shall be forwarded to the President for final review.
- B. The sponsoring group shall be required to provide information about the proposed speech, lecture, music or artistic performance, conference, seminar, or public meeting and the facility or facilities requested.<sup>4</sup>

- C. Each request for an outside speaker or campus event requires completion of the appropriate event scheduling form provided on the University website. A number of University offices receive notification and information required on the scheduling form. These offices may include, among others, Public Safety, Facilities, University Police, Scheduling Office, Risk Management, Food Services, and University Relations. Event sponsors should be aware that these offices may need additional information and recommend changes to the event to meet University policy. Requests for additional information typically relate to areas of costs, parking, security, number of attendees, food or alcohol, publicity, and other such matters.
- D. Posters and handbills may be used for announcements subject to posting and distribution regulations, which include the removal of posters and handbills after the event has concluded.

#### **IV. Applications of and Exclusions to this Policy**

- A. This policy does not apply when an outside speaker is brought in to speak, present, or perform to a specific class or lab at the faculty member's normally assigned day, time, and classroom or laboratory.
- B. This policy does not apply when an outside speaker is brought in to speak, present, or perform to more than one class that is normally scheduled on the same day and time of instruction, and the classroom used has been assigned to one of the instructors for this day and time. However, a room request is needed if a different space or time is necessary.
- C. This policy applies to an external speaker, presenter, or performer who is brought into a class when people from outside the class are also invited to or allowed into the event. This requires a request. Some judgment can be exercised here. Allowing a very limited number of students who are not enrolled in the class, but who wanted to sit in on such a presentation, and/or several faculty members who wanted to sit in to see the speaker in the class, would not require a request. However, this would only apply to a very limited number of people who were not enrolled in the class. Inviting people from outside the university to attend the class would automatically fall under the policy and require a request.
- D. Deans or the appropriate vice president have the authority to approve an event. However, most service officers (with the exception of Food Services) do not have the authority to disapprove an event or to change event parameters. Recommendations by service officers to change or cancel an event must be relayed to both the event sponsor and the appropriate dean or vice president. It is the responsibility of the dean or appropriate vice president to mediate when both parties (event sponsors and service officers) cannot come to an agreement about event parameters.

- E. This policy does not apply to off-campus individuals or groups that want to request the use of university space. There is separate policy and request process for such activities.
- F. This policy does not apply to curricular events associated with a specific class, such as extra class meetings, tutoring sessions, make-up examinations, room changes, etc. However, such curricular needs do require a scheduling request because of the possible scheduling implications. A request form is available for these activities.
- G. This policy does not apply to administrative events that fall under other policies, such as Dog Days, orientations, open houses, schools or departmental meetings, and similar events. A request form is available for these types of activities.

Approved by the President

November 18, 2003

Revised by the Academic Senate on Interim Basis

May 5, 2005

Approved by the President

July 20, 2005

**(Footnotes)**

<sup>1</sup> The denial of a request or the cancellation of scheduled use of university facilities may be due to the interest of public safety and campus security; the projected or actual financial costs to the university; or other sound business reasons.

<sup>2</sup> Using this policy, academic deans are authorized to approve college/school events. However, events intended for a university-wide audience or the general public must be approved by the appropriate vice president or designee.

<sup>3</sup> Individual students and off-campus groups with student membership may not be authorized to use university facilities under this policy, but may request consideration under "Outside Use."

<sup>4</sup> See the Policy on Use of University Buildings and Grounds of California State University, Fresno.