

RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. William Freind, Rowan University Senate President
To: Dr. James Newell, Provost
Date: 5/14/14
RE: Senate Resolution *140512-5*

Policies Involving Speakers and Campus Visitors

A. Requesting the President as a Speaker

With the growth in the scope of the mission of Rowan University, the President is required to spend larger amounts of his time meeting with external constituencies – Political Leaders, Potential Donors, Business Leaders, Presidents of other universities, etc. As a result, his schedule will not permit him to attend all of the on campus events that he would normally. As such, the following procedures have been put in place to allow for efficient scheduling.

1. No entity shall commit the President to an event without written confirmation from the President’s Office. This includes all announcements, printing of agendas or programs, or any form of advertising.
2. Requests for the President to appear must be made from Dean to Provost to President’s Staff. No academic may make a direct request to the President’s Office.
3. Requests for scheduled events should be made as far in advance as possible and must be made at least three weeks ahead of the event. The closer to the event the request is made, the less likely that the President’s schedule will be open.

B. Guest Speakers and Visitors to Campus

With the elevated profile of the university, our practices for handling guest speakers and invited visitors to campus must evolve. The goal is to insure that external visitors have the best possible experience while on our campus and that conflicting concurrent events do not strain our ability to provide the necessary support. As such, the following procedures have been put into place:

1. If the visitor will address a wide campus audience (e.g. beyond a single class, club meeting, or departmental seminar), the Dean's office and Vice President for Public Relations should be notified in advance of the event.
2. If the visitor is a political or public figure for whom security measures may be of concern, the Dean's office and the Vice President for Public Relations should be consulted prior to an invitation being extended.

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

_____ I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records