



University of Western States is dedicated to the expression of free inquiry. To promote the professional exchange of intellectual ideas, the university welcomes guest speakers to present their respective positions and expertise to the campus community. The university actively supports an atmosphere of open exchange and critical evaluation of divergent points of view.

This policy applies to guest speakers invited to address students and/or employees outside of regularly scheduled class periods and/or during scheduled campus events. It does not apply to administrative or department meetings conducting university business, nor to classroom guest speakers/lecturers.

All guest speakers are expected to conform to UWS standards of ethical and professional conduct and must possess academic credentials, professional licensure, and/or practical training appropriate for the intended audience.

Procedural Guidelines

All guest speakers are at the invitation of the university. Guest speakers must submit a completed application form along with a current curriculum vitae (CV), pass a license/certification verification (if applicable), and provide a brief description of the presentation prior to administrative approval by the office of student services.

In order to promote civil discourse and welcome diverse viewpoints, university administration may require that a speaker or event be facilitated or moderated by a qualified person, as approved by the university administration.

Permission to invite a guest speaker or to host an event for the public on campus may be denied altogether if:

- The speech or event poses a substantial risk to the physical safety of members of the university community; or
- There is a substantial risk that the speech or event would disrupt classes, obstruct access to campus facilities, or otherwise interfere with other ongoing university events or activities; or
- There is a substantial risk that the speech or event would violate any relevant university policy; or
- The speech or event would violate the law.

Following administrative approval, the guest speaker signs a speaker agreement disclosing any conflicts of interest prior to their presentation. Guest speakers are prohibited from marketing or promoting seminars, groups or products in which they may have a personal or pecuniary interest, and they may not engage in fundraising activities during their presentation. Speakers may not use the invitation to speak at UWS as foundation to claim, advertise or otherwise assert a relationship between the institution and themselves or any organization they may represent. An invitation to speak at UWS does not imply that the university approves or endorses the views expressed by the speaker.

Policy 1011 Guest Speakers

Established: 02/1988

Revision History: 09/15/2017, 06/15/2016, 08/04/2015, 09/06/2012, 08/17/2011, 03/09/2007, 08/31/2005



With appropriate consent, guest speakers may demonstrate therapeutic procedures or techniques as part of their presentation, but speakers are not permitted to lead members of the audience in performing procedures during presentations.

Recommended Speaker List

Once a guest speaker has been approved, they are added to the list of approved guest speakers from which student groups, faculty, or administration may choose to provide presentations. The office of student services maintains the list of approved speakers. If more than a year has passed since a speaker was most recently approved, the office of student services may require that the speaker complete some or all of the approval process again.

Scheduling

The group hosting the speaker, in coordination with the office of student services, will schedule the appropriate date, time, and location and will provide timely notification of the event to the campus community.

Related Policy:

[Policy 5001 Postgraduate and Professional Education](#)

[Policy 9012 Recognition of Student Group](#)

[Policy 9013 Request for Student Use of Campus Facilities](#)

Keywords:

approval, board, event, guest, speaker