

## **University of San Diego Guest Speakers Policy**

As part of its effort to help members of the University community make informed, responsible decisions in the political, social, professional and personal aspects of their lives, the University of San Diego encourages the hosting of speakers and programs from outside of the campus. The following policy pertains to the invitation of off-campus persons who will make presentations at the University of San Diego to which the public has been invited. The intent of this policy is to provide a broad exposure to a diversity of issues and perspectives, and to ensure that all members of the University community engage those issues and perspectives in a manner consistent with the mission and goals of the University.

1. As members of the academic community, students, faculty and staff should be free to discuss questions of interest to them and to invite non-University speakers of their choosing.
2. Sponsorship of off-campus speakers is restricted to academic departments, the administration, and officially registered student and staff organizations.
3. The reservation of the University facilities for guest speakers is required to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. The University's control of campus facilities will not be used as a device of censorship. Reservation of facilities must be made on the forms available in Campus Scheduling.
4. The sponsorship of guest speakers does not imply that the sponsoring organization of the University approves or endorses the views expressed. The sponsoring organization must make this position clear to the academic and larger community.
5. This policy and procedure do not apply to speakers invited by faculty to address students enrolled in a course they are teaching, or to internal faculty, students and/or staff seminars, workshops or colloquia.

Approved by University Senate 4/6/95

Approved by PAC 5/9/95

Approved by Board of Trustees 5/12/95

**REQUEST FOR GUEST SPEAKER(S)**  
**UNIVERSITY OF SAN DIEGO**

This form does not apply to faculty inviting speakers to address students enrolled in a course which they are teaching or to faculty, student or staff seminars or colloquia which are internal.

Title of Event \_\_\_\_\_

Requested by \_\_\_\_\_ Today's date \_\_\_\_\_

Date of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Time: Start \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm

Content of Program (Theme, topic) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Presenter(s):	Name	Affiliation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sponsoring Organization \_\_\_\_\_

Represented by (responsible party) \_\_\_\_\_

Phone # \_\_\_\_\_

Location of event \_\_\_\_\_

The sponsorship of guest speakers does not imply that the sponsoring organization or the University approves or endorses the views expressed.

**A COPY OF THIS COMPLETED FORM MUST BE RETURNED TO THE CAMPUS SCHEDULING OFFICE WITHIN THREE (3) DAYS OF MAKING YOUR FACILITIES RESERVATION.**

May 14, 1999

