




National University of Health Sciences General Policies

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Date Adopted: 11/18/87	Date(s) Revised:			
 President		<u>8-25-09</u>		Date

POLICY STATEMENT

The University has found it necessary to screen potential speakers at University sponsored events.

In order to provide an orderly process for approval of persons considered for invitation as speakers at graduation exercises and those functions which are classified as University convocations, University assemblies, or special occasions, the procedure is as follows:

1. The group, organization or department planning the event will provide information as to date, purpose, topic and location of the event.
2. With the application for the covered event, vitae of proposed speakers will be provided including the topic(s) of the talk, speech, lecture or address.
3. The application and vitae will be submitted to the Vice Presidents for Administrative Service (VPADS) at least sixty (60) days in advance of the event.
 - a. The VPADS will review the material and provide the applicant with a date for a meeting to discuss the event and speaker; such meeting to be within twenty days of receipt of the application and vitae.
 - b. At the meeting, the applicant(s) shall have the opportunity to make any written or oral presentation in support of the application they desire. The VPADS shall have the opportunity to ask such questions deemed relevant to the decision making process; the VPADS may request additional information.

- c. At the conclusion of the meeting, the VPADS shall confer with the other executive team members to arrive at a decision to either approve or deny the application; such decision shall not be delivered to the applicant no later than five (5) working days after the meeting.
 - d. The decision shall be forwarded to the University President, who shall act in one of the following ways:
 - do nothing, in which case the decision of the VPADS stands
 - approve the decision of the VPADS
 - remand the decision to the VPADS with instructions
 - reject the decision of the VPADS and make a decision he/she deems appropriate
4. The only appeal of the final decision is to the University President. No new material may be entered; he/she shall only review the material and discussions considered by the VPADS at the meeting. Decision of the appeal by the President is final.