



30.010: Speaker Selection Committee for Convocation & Commencements

Responsible Executive: Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

Related Policy:

Approved-On Date: October 28, 2002

Effective Date: October 28, 2002

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Policy Statement

Norfolk State University, as an institution of higher education, is committed to freedom of inquiry and discussion as requisite to a student's educational development. This freedom includes the opportunity to explore controversial subject matter and opposing views through presentations and discussions of ideas by members of the university community and by invited speakers. NSU will endeavor to expose students to a broad range of competent speakers who are capable of dealing with various topics, who can inspire and who model behaviors necessary to succeed in a professional environment.

Purpose

The Speaker Selection Committee for Convocation and Commencements is a standing administrative committee under the aegis of the Office of Academic Affairs. Its purpose is to make recommendations for speakers for Convocation and fall and spring Commencements.

Committee Members

The committee will be comprised of the following:

- Academic Affairs Designee—Chair
- Student Affairs Designee
- Faculty Senate Designee
- Honors Program Director
- Director of Event Planning
- Student Government Association Representative

Meeting Schedule

The Speaker Selection Committee will convene as needed with a minimum of one meeting per fall and spring semesters. The meetings will be convened by the Academic Affairs Designee who serves as the Chair of the Committee.

Procedures

The Committee will solicit recommendations for speakers from the university community. A list of eight to ten potential speakers will be generated for each event. The names will be selected according to the criteria established for speaker selection and listed in rank order. This list will be forwarded to the Vice President for Academic Affairs who will assume responsibility for securing the speaker. Tasks associated with the speaker's remuneration, travel, accommodations and other logistics will be handled by the Director of Event Planning.

Guidelines for Selection for Speakers

Speakers who are considered should:

- be individuals who are nationally or locally recognized for expertise in a field of study or a professional endeavor.
- have made a significant contribution to the development of individuals or groups within the community at large.
- have a record of speaking to audiences similar in size and composition to the audiences for convocation and commencement.

Additional Considerations

- The Committee should discuss speaker budgetary constraints at the beginning of each academic year and explore ideas to offset the costs for big name speakers.
- The Committee should assess the benefit of the speaker's association with NSU beyond the speaking engagement.
- The Committee should select more prominent persons for the May Commencement because of competition for publicity.
- The Committee should attempt to select speakers who are diverse in terms of age, gender, race and professional expertise.