



**Speaker Selection Committee for Convocation and Commencement**

**Policy Title:** Speaker Selection Committee for Convocation and Commencement

**Policy Type:** Administrative

**Policy Number:** Administrative Policy# 30-05 (2014)

**Approval Date:** 1/12/2015

**Responsible Office:** Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Community

**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.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Definitions .....	2
Contacts .....	2
Stakeholder(s) (For Administrative Policy) .....	2
Speaker Selection Committee: Policy Contents .....	2
Publication .....	3
Review Schedule .....	3
Related Documents .....	3
Forms .....	3

## **DEFINITIONS**

*There are no definitions associated with this policy.*

## **CONTACT(S)**

The Provost and Vice President for Academic Affairs officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) \*Creating and Maintaining Policies\*](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Vice Provost.

## **STAKEHOLDER(S)**

University students and faculty

## **SPEAKER SELECTION COMMITTEE: POLICY CONTENTS**

### **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 Provost and 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.

## **PUBLICATION**

*There are no publications associated with this policy.*

## **REVIEW SCHEDULE**

- **Next Scheduled Review:** 04/26/2021
- **Approval by, date:** President, 01/12/2015
- **Revision History:** 01/12/2016

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy and procedures.*