# ADMINISTRATIVE POLICY #30-05 SPEAKER SELECTION COMMITTEE FOR CONVOCATION AND COMMENCEMENT

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

**Policy Type:** Administrative

**Policy Number:** 30-05

**Approval Date:** 09/24/2026

**Responsible Office**: Office of the 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.

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## DEFINITIONS

There are no definitions associated with this policy.

## CONTACTS

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 Office of the Provost and Vice President for Academic Affairs.

NORFOLK STATE UNIVERSITY

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**STAKEHOLDERS**
University students and faculty

**POLICY CONTENTS: SPEAKER SELECTION COMMITTEE**

**Committee Membership**
The Speaker Selection Committee shall consist of eight (8): five (5) faculty appointed by the Faculty Senate (one chosen from each academic college/school), two (2) students appointed by the Student Government Association, and one (1) administrator appointed by the Provost and Vice President for Academic Affairs.

**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 of Speakers**
Speakers who are considered should meet the following criteria:

- Be individuals who are nationally or locally recognized for expertise in a field of study or professional endeavor.
- Have made a significant contribution to the development of individuals or groups within the community.
- 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.

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**EDUCATION AND COMPLIANCE**

The Provost and Vice President for Academic Affairs shall be responsible for designating a person who will train the members of the Speaker Selection Committee on the requirements of this policy at the beginning of each academic year. Records of training will be maintained in the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Office of the Provost and Vice President for Academic Affairs will monitor compliance with this policy. Violations of this policy will be reported to the Office of the Provost and Vice President for Academic Affairs on an annual basis or as necessary. Continuous or unresolved violations of this policy will be reported to the Provost and Vice President for Academic Affairs.

**PUBLICATION**

This policy shall be widely distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Provost and Vice President for Academic Affairs will make every effort to

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Academic Affairs website; and
- Educate and train all stakeholders and appropriate audiences on the policy contents.

Failure to satisfy procedural requirements does not invalidate this policy.

**REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024; 03/01/2029
- Approved by: President's Cabinet
- Approval Date: 11/04/2021; 09/24/2026
- Revision History: 01/12/2016; 04/27/21; 09/24/2026

**RELATED DOCUMENTS**

There are no related documents associated with this policy.

**FORMS**

There are no forms associated with this policy and procedures.