



Policy: <b>Speakers and Events</b>	Policy No: <b>CI.I</b>
Policy Developer(s): <b>University Committee on Administrative Policy</b>	Original Date: <b>May 7, 2020</b>
Last Review Date: NA	Approval Date: <b>May 7, 2020</b>

- I. **POLICY:** John Carroll University (“the University”) is committed to creating an environment that supports free expression and inquiry and that embraces liberal education as a search for truth, where faith and reason complement each other in learning. In this context, the University encourages its faculty, staff, and registered student organizations to contribute to the role of the University as a forum for educational and intellectual discussion, debate, investigation and/or artistic expression. The University recognizes that, as an institution of higher education, speakers and events may generate conversations or ideas that are difficult or uncomfortable or that espouse differing viewpoints in order to foster the pursuit of truth and the expansion of knowledge. In making determinations under this policy, the University also seeks to act consistently with the University’s Jesuit Catholic heritage, which encourages the University to pursue differing perspectives that bring us to the margins of human experience in service to the truth. Speakers and events should foster and exhibit respectful dialogue.

The following persons or groups must submit a Speaker and Events Registration Form (“[Registration Form](#)”) to host speakers and events involving non-University faculty, staff or students (“[External Speakers and Events](#)”) on University property or as part of a University-sponsored event off campus:

- (1) Student organizations registered and recognized through the Office of Student Engagement and Student Government,
- (2) University faculty and staff members, and/or
- (3) Academic or administrative departments.

The organization, individual, or department submitting the Registration Form is referred to in this policy as the [Sponsor](#).

This policy **does not apply** to speakers invited by a faculty member to the faculty member’s class or to advance the classroom experience in service to the learning goals for the class or academic program or for other relevant pedagogical reasons. The screening questions on the Registration Form will help potential Sponsors determine whether or not this policy applies to the prospective External Speaker or Event.

This policy also **does not apply** to job candidates who are giving a presentation as part of the hiring process or to Commencement speakers, who are approved through Advancement and the Senior Leadership Team.

This policy also **does not apply** to speakers or events that are hosted by a non-University organization or individual as part of an external facility use or rental arrangement and that do not fall under the definition of an External Speaker or Event (hereinafter “Facilities Use Arrangements”). Speakers or events that are part of a Facilities Use Arrangement must meet the requirements set out in any Facilities Use Agreement and/or comply with all requirements and restrictions set by the University and the Auxiliary Services Department. Speakers or events during Facilities Use Arrangements must comply with University policies, applicable law, and directives of JCUPD and other University officials related to the event. The University reserves the right to decline or cancel use of its facilities for any speaker or event that is part of any Facilities Use Arrangement. Failure of the sponsoring organization/individual or of attendees at any speaker or event that is part of a Facilities Use Arrangement to comply with applicable law or a request by a presiding officer or any other official such as JCUPD or other law enforcement may result either in removal from the event or the termination of the event itself. The University may exercise discretion and take appropriate actions to address such violations, including but not limited to cancellation of the event and/or removal of violators of law or any University policies.

The [Sponsor](#) of an [External Speaker or Event](#) must comply with the procedures outlined in this policy to host External Speakers or Events either on University property or at off campus events sponsored by the University.

In order to promote civil discourse in an environment that is committed to welcoming diverse viewpoints, the University may require that the speaker or event be facilitated by a person approved by the University.

The University reserves the right to reschedule, relocate, or cancel an [External Speaker or Event](#) if a speaker or event creates a public safety concern; disrupts University operations; violates a University policy; or uses the event as a platform to denigrate the Jesuit Catholic identity or mission of the University. Any invitation to an [External Speaker or Event](#) extended by a [Sponsor](#) may be rescinded by the University if it is determined that hosting the proposed speaker or event will disrupt safe and orderly campus operations, or would be in violation of this policy or another University policy.

- II. **PURPOSE:** To assist in planning for [External Speakers or Events](#) on University property or at University-sponsored events off campus and to assure that the educational purposes and the Jesuit Catholic identity of John Carroll University are taken into consideration in light of the context and purpose of a proposed [External Speaker or Event](#). To also assure the appropriate use of the University’s name and facilities and to prevent potential safety issues or interference with or disruption to University operations that may result from [External Speakers or Events](#) on University property or at University-sponsored events off campus.
- III. **SCOPE:** This policy pertains to all faculty, staff, and students; all academic or administrative departments; and all registered student organizations.

### IV. PROCEDURES:

- A.** The [Sponsor](#) must submit a [Registration Form](#) to host an [External Speaker or Event](#) on University property or at a University-sponsored event off campus. The Registration Form must be submitted to 1) the appropriate dean or department head, and 2) the Vice President (or designee) of the division sponsoring the External Speaker or Event (“the [Reviewers](#)”). When hosting an External Speaker or Event, the Sponsor must provide a biography/resume of any speaker or performer, as well as a written description of the content, purpose and educational goals (as applicable) of the External Speaker or Event with their Registration Form.
- B.** This policy does not apply to faculty members in the teaching of their classes or to speakers invited by faculty members to make a presentation in the classroom or to advance their classroom experience in support of the learning goals for the class or academic programs or for other relevant pedagogical reasons. The screening questions on the Registration Form will help potential Sponsors determine whether or not this policy applies to a prospective External Speaker or Event. Questions about class-related speakers should be directed to the department chair, dean and/or Provost.
- C.** The Registration Form should be submitted at least two (2) months before the event; however, the Form must be submitted at least two (2) weeks before the event.
- D.** Upon submission, the [Reviewers](#) will review the Registration Form and information provided. The Reviewers reserve the right to meet with the [Sponsor](#) and to consult with other University officers and administrators to discuss the event and the information submitted with the Registration Form.
- E.** Along with the information submitted on the Registration Form, including the purpose, description, and educational goals (as applicable) of the External Speaker or Event, the following factors will be considered in the determination of whether an External Speaker or Event may be approved to appear on University property or at a University-sponsored event off campus:  
Whether the External Speaker or Event would
  1. endanger or threaten to endanger the safety or health of the University or any member of the University community;
  2. pose a risk of harm or threaten to harm any of the University’s physical facilities;
  3. poses other public safety concerns;
  4. pose any disruption/obstruction or potential disruption/obstruction to safe and orderly University operations;
  5. violate any applicable law;
  6. violate this policy or any University policy;
  7. serve as a platform to denigrate the Jesuit Catholic identity or mission of the University; and/or
  8. include expression that is obscene, indecent, or grossly offensive on matters such as race, ethnicity, religion, sex, sexual orientation, or any other characteristic protected by applicable law or University policy.

The decision of whether to approve or deny a request also will be reviewed in light of the principles related to the University’s Jesuit Catholic mission, vision and values, outlined in the Guiding Principles for Mission-Related Considerations for Speakers and Events ([Attachment A](#)). In addition, financial costs and cost-related issues related to

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hosting the speaker or event will be considered in determining if the External Speaker or Event may be approved.

- F.** Following any consultation noted above, the Reviewers will approve or deny the Registration Form, typically within five (5) business days of submission during the academic year. If approved, the Reviewers may indicate any conditions on the approval of the External Speaker or Event, such as requirements for security measures, facilitators, publicity, disclaimers etc. Both of the Reviewers (i.e. the dean or department head and the appropriate Vice President or designee) must approve of the External Speaker or Event, and any conditions under which the External Speaker or Event may be held, for the event to proceed. If denied, the notice of denial will include the reasons for the denial.
- G.** In the event that a submitted request is denied by the Reviewers or conditions are placed on the External Speaker or Event that are objectionable to the Sponsor, the Sponsor may appeal the decision in writing to the Speakers and Events Appeals Committee. The appeal shall be in writing and must indicate the reasons why the decision on the denial of or conditions on an External Speaker or Event should be reversed. The Speakers and Events Appeals Committee will consist of the Provost and Academic Vice President (or designee); the Vice President for Student Affairs (or designee); the Vice President for Mission and Identity (or designee); the Vice President for Diversity, Equity and Inclusion (or designee). A representative of Integrated Marketing and Communications (or designee), the Director of Regulatory Affairs and Risk Management (or designee), the Chief of JCUPD (or designee), and the General Counsel (or designee) will serve in a non-voting, advisory role to the Speakers and Events Appeals Committee. The Speakers and Events Appeals Committee may consult with others at the University, including the University President, related to the appeal. The Speaker and Events Appeals Committee will make a determination on hosting the External Speaker or Event, and conditions under which the External Speaker or Event may be held. The Speaker and Events Appeals Committee will have final decision-making authority regarding External Speakers and Events on University property or University-sponsored events off campus. Absent extenuating circumstances, the Speakers and Events Appeals Committee will issue an appeal decision within five (5) business days.
- H.** If the External Speaker or Event is approved, the Sponsor must consult with the Office of Strategic Communications (or designee) about any promotion or media coverage regarding the event. The event must be promoted in ways consistent with the purpose and description submitted on the Registration Form. The Sponsor is also responsible for following all University policies and procedures involving the Event, including but not limited to [Facilities Use Agreement](#) and the [Alcohol Use and Service Policy](#).
- I.** The granting of permission for an External Speaker or Event to present views and opinions and to use the University's facilities in no way implies any endorsement of the views or opinions by the University. The Sponsor is responsible for including the statement below in its advertisements, announcements, and news releases for an External Speaker or Event, as appropriate. The approval of any External Speaker or Event also may require that the statement below be read at the beginning of the event.

“The views and opinions expressed by this guest speaker or at this event do not imply approval or endorsement by the University, the organizers, or anyone present at the event.”

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- J. An invitation to speak or appear at the University does not include any license for unlawful activity or activity that (1) endangers or threatens to endanger the safety of the University or any member of the University community, (2) harms or threatens to harm any of the University's physical facilities, or (3) disrupts or obstructs the operations of the University or threatens such disruption or obstruction. External Speakers or Events may not otherwise violate this policy or any University policy.
- K. Expression by an External Speaker or Event that is obscene, indecent, or grossly offensive on matters such as race, ethnicity, religion, sex, sexual orientation, or any other characteristic protected by applicable law or University policy is not permitted.
- L. The Sponsor and attendees at any External Speaker or Event must comply with University policies, applicable law, and directives of JCUPD and other University officials related to the event. Failure of the Sponsor or of attendees at any speaker or event to comply with applicable law or a request by a presiding officer, Sponsor, or any other official such as JCUPD or other law enforcement may result either in removal from the event or the termination of the event itself. Violations of this policy or of applicable law by any individual or organization may result in denial or restriction on use of University space/property in the future. The University will act as it deems appropriate to educate members of the University community violating this policy and will appropriately address the violation. The University may exercise discretion and take appropriate actions to address such violations, including but not limited to cancellation of the event and/or removal of violators of this or other University policies. Appropriate disciplinary or conduct actions also may be warranted in such cases. Any protesters at any speaker or event must comply with University policies, applicable law, and directives of a presiding officer, Sponsor, or any other University official, such as JCUPD, or other law enforcement.

### V. **DEFINITIONS:** terms used within or relating to this policy.

- A. **External Speaker or Event:** A speaker or event on University property or at a University-sponsored event off campus hosted by a faculty or staff member, student, academic or administrative department, or recognized student organization in which one or more individuals who are not University faculty, staff or students will speak, present or perform live, in person or virtually, at an educational, intellectual or artistic presentation, event or performance.
- B. **Sponsor:** A recognized student organization, an academic or administrative department, or a faculty or staff member who seeks to host an External Speaker or Event on University property or at a University-sponsored event, and submits a Registration Form requesting to sponsor an External Speaker or Event. **Note:** Individual students may not be a Sponsor of an External Speaker or Event, but must work through a recognized student organization to do so.
- C. **Reviewers:** The dean or department head of the Sponsor, and the Vice President (or designee) of the division sponsoring the External Speaker or Event.

### VI. **CROSS REFERENCES:**

- A. [Political Activity Policy](#)
- B. [Facilities Use Agreement](#)
- C. [Alcohol Use and Service Policy](#)

### D. [Speakers and Events Registration Form](#)

*This policy will next be reviewed five years from the approval date/date of last review.*

### VII. **ATTACHMENT A: Guiding Principles for Mission-Related Consideration for Speakers and Events**

- As an institution of higher education, the University is committed to creating an environment that supports free expression and inquiry and embraces liberal education as a search for truth where faith and reason complement each other in learning.
- As a Jesuit Catholic university, the University seeks to work at the frontiers of our culture and society. As well, the University encourages the pursuit of perspectives that bring us to the margins of human experience in service to the truth. Speakers with diverse perspectives, events with challenging topics, and texts which raise more questions than they may answer serve a crucial role in public society and in the Church. In service to these ideals, requests should make clear the benefits of the dialogue that they seek to encourage by clearly articulating the goals and perspectives for the events they wish sponsor.
- As a Catholic institution, the University holds that a vibrant institutional Catholic identity is fostered through diverse experiences of social, cultural and religious diversity. The University encourages the kind of deep personal engagement with perennial questions made possible by bringing into conversation the whole range of human experience and global religious traditions, and various philosophical worldviews. Thus the University seeks to engage multiple perspectives on important issues by intentionally cultivating a “catholic” (universal) and integrative approach to such dialogues, inclusive of but not limited to current Catholic teachings, especially when the issue at hand reveals internal tensions or possible development within those teachings.

## Speakers and Events Registration Form

### Screening Questions

Is the speaker or event invited by a faculty member to make a presentation in their class or to advance the classroom experience in service to the class's learning goals for students in a class or classes for which the faculty member is the instructor of record (even if the event is occurring at a different time or place from the faculty member's normal class meeting)?

Yes -> Stop, you do not need formal approval. You may wish to inform your department chair/program director and your dean.

No -> Continue

Is the speaker or event required or offered to advance the classroom experience in service to your class's learning goals but also open to a wider audience (such as the University community and/or the public)?

Yes -> Stop, you do not need approval through this process. You should inform your department chair/program director and obtain permission from your dean.

No -> Continue

Is the speaker or event in service to the learning goals of your department/program or to advance research within the field AND is the primary audience for the event students or faculty in the department/program?

Yes -> Stop, you do not need approval through this process. You should obtain permission from your dean.

No -> Complete the form

Is the speaker or event part of a continuing education program that results in a professional certificate or continuing education credits offered by an academic department?

Yes -> Stop, you do not need formal approval.

No -> Continue

Is the event a single speaker, a small group of speakers, or a conference?

Single or Small Group -> Use Speaker form

Conference -> Use the Conference form

**Date completing form\***

**Name of person completing form\***

**Email addresses of parties to be notified of reviewers' decision:**

**Name(s) of sponsoring party/parties (organization/department/individual)\***

**External Speaker/Performer's name(s)\* (will expand if multiple speakers)**

**External Speaker/Performer(s) present position and place of employment\***

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**Title and subject of speech/event\***

**Proposed date speaker or event is to occur\***

**Proposed room location\***

**Name and Phone Number for On-Site Contact Person**

(person who will be onsite during the event)

**Is this event open to the public? (Yes/No)**

**Is this speaker/performer being compensated with University funds or Student Activity Fees? (Yes/No)**

**Description of the content/purpose of the speaker or event, and educational goals, as applicable\***

**Please include the speaker's/performer's website\***

**Attach a biography/resume of the speaker or performer\***

**By checking this box I understand that details concerning the scheduled event may not be released for publicity before registration has been completed and the event has been approved.\***

**For requests from student organizations: By checking this box I confirm that I have discussed this event in detail with my student organization's advisor.\***

### **CONFERENCE FORM**

**Date completing form\***

**Name of person completing form\***

**Email addresses of parties to be notified of reviewers' decision:**

**Name(s) of sponsoring party/parties (organization/department/individual)\***

**Organization Holding Conference (if different)**

**Conference Theme and Structure**

**Name of Keynote Speakers (if relevant)**

**Attach a biography/resume of the keynote speakers\***

**Attach/link the call for proposals\***

**Proposed date speaker or event is to occur\***

**Proposed room location(s)\***

**Name and Phone Number for On-Site Contact Person (person who will be onsite during the event)**

**Is this event open to the public?**

**Are any speakers being compensated with University funds or Student Activity Fees?**

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**By checking this box I understand that details concerning the scheduled event may not be released for publicity before registration has been completed and the event has been approved.\***

**For requests from student organizations: By checking this box I confirm that I have discussed this event in detail with my student organization's advisor.\***