



*The*  
**UNIVERSITY**  
*of* **VERMONT**

Policy V. 5.28.1

Responsible Official: Vice President for  
University Relations and Administration

Effective Date: February 24, 2004

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## **Campus Speakers**

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### **Policy Statement**

The University is by mission dedicated to free expression and facilitation of the exchange of ideas. It enriches the educational process for members of the campus community to have access to a broad range of speakers and the diversity of views thereby presented. It is also the responsibility of the University to establish and enforce reasonable rules governing engagement of speakers and use of its facilities.

### **Reason for the Policy**

The purpose of this Policy is to acknowledge the institutional commitment to free expression and exchange of ideas. Its associated purpose is to create procedures for engagement of outside speakers to ensure that University endorsement is not improperly attributed, and that facilities are used in a manner consistent with otherwise applicable University policy and campus safety.

### **Applicability of the Policy**

This Policy applies to presenters, speakers, or performers (“speakers”) invited by, or on behalf of, University academic or administrative units and their administrators, or recognized University groups and organizations, including all recognized faculty, staff, and student organizations. It covers speakers regardless of whether remuneration or other consideration is offered to the speaker for the requested appearance. The policy does not apply to faculty or University employees who engage outside speakers for classroom presentations in credit or non-credit University courses. The policy is inapplicable to programs offered to the general public and affiliated with, or underwritten by, the University, such as the Lane Series or the Flynn Center for the Performing Arts.

### **Policy Elaboration**

None

## Definitions

*An invited presenter, performer or speaker (“speaker”)*: is a person or group invited by, or on behalf of, University academic or administrative units and their administrators, or recognized University groups and organizations, to give a speech, lecture, musical or artistic performance, or other live presentation on campus or at a University facility.

*A sponsor (“sponsor”)*: is a University academic or administrative unit, or a recognized University group or organization.

*A recognized University group or organization (“recognized group or organization”)*: is one sanctioned by resolution of the Board of Trustees, approved by the President or Vice President for Finance and Treasurer, granted such status as a matter of law (e.g., unions certified as employee representatives by the Vermont Labor Relations Board), or approved as such by the Student Government Association. Student groups are recognized by the Student Government Association (“SGA”) in accordance with the criteria outlined in the SGA Constitution and Bylaws. Groups officially recognized by the University may, among other privileges, use University space and facilities with no rental charges and utilize the name "University of Vermont (“UVM”)" in advertising or publicity. Information concerning criteria for, and the process of, recognition, may be obtained from the Facilities Coordinator at Campus Planning Services.

## Procedures

An invited speaker must have a University sponsor.

\_ A sponsor must, no less than five days in advance of an event, file an Event Information Notice with the Conference & Event Services. The notice must include the speaker’s name, a general description of the topic or nature of the presentation, the date of the appearance, and the means of publicity contemplated for the event. ***If the event sponsor also seeks to requisition use of University facilities or services, the sponsor must also file with the Office of Campus Planning Services a Request for Use of Spaces and/or Services in accordance with the timelines and other specifications otherwise applicable under the University Policies and Procedures for Use of University Facilities and Grounds.***

Conference and Event Services will promptly forward a copy of the Event Information Notice to the office of the responsible Vice President or Provost and the Office of University Communications.

\_ Invitations extended on behalf of, or sponsored in whole or in part by, the Office of the President must be approved in advance by President or his/her designee. Sponsorship of political candidates and events is subject to federal tax law rules governing nonprofit organizations with which the University must comply (see “Related Policies and Documents” below). The University has the right and responsibility to take action to protect speakers, their audiences, and the campus at large from unlawful conduct, such as speech likely to incite or produce imminent violence or property damage or speech that is, under current legal standards, libelous or obscene. Decisions as to necessary event security measures shall be made by the Vice President for University Relations and Administration in consultation with the Chief of Police Services. The

University encourages the airing of diverse and controversial viewpoints. It is nonetheless a public institution whose primary obligation is to provide a forum for the dissemination of information and expression of opinions, not to serve as an advocate of particular viewpoints. Sponsors must accordingly publicize events conducted in the name of the University in a manner that does not necessarily imply University approval or endorsement of the speaker's views (see model disclaimer statement below). Violation of this policy by academic or administrative unit, or recognized group organization, may result in loss or suspension of unit sponsorship privileges and/or recognition, as well as disciplinary action against offending employees or students in accordance with otherwise applicable University policies.

## Forms

[Event Information Notice](#)

[Model Disclaimer Statement](#)

## Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Vice President for University Relations and Administration  
(802) 656-2992

The Vice President for University Relations and Administration is the University official responsible for the review and interpretation of this policy as needed.

## Related Documents/Policies

[Academic Freedom \(\*Officers' Handbook\* and UVM-United Academics Contract\)](#)

[Campus Demonstration Policy](#)

[Contract Approval and Signatory Authority Policy](#)

[Facilities and Grounds Use Policy](#)

["Our Common Ground"](#)

[Political Activities: Tax Exempt Organization Restrictions Policy](#)

## Effective Date

Approved by the President on February 24, 2004

Responsible official officially changed from the Provost and Senior Vice President to the Vice President for University Relations and Administration on June 18, 2014