



Texas Tech University

Operating Policy and Procedure

OP 30.13: Visiting Speakers

DATE: September 6, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure that all employees associated with Texas Tech University comply with a single philosophy and procedure in the consideration and use of visiting speakers.

REVIEW: This OP will be reviewed in April of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs by May 30.

POLICY/PROCEDURE

The authorization for all on-campus speakers will be under the direction and responsibility of the president of the university. The following policy statement is in accordance with Section 08.08, *Regents' Rules*, regarding on-campus speakers.

1. This policy applies to all persons who wish to speak within the physical confines of Texas Tech University unless such person is a regular employee or student of the TTU system. Members of the Board of Regents are also exempt from the application of this policy.
2. No one shall be denied the right to speak within the physical confines of Texas Tech University solely because the views sought to be advocated differ from those of the Board of Regents, its members, the chancellor, the university president, or another officer or employee of the university.
3. Access to speak within the physical confines of Texas Tech University shall be denied to those who are likely to advocate:
 - a. Lawlessness or disregard for the laws of the United States or the state of Texas;
 - b. A change to the laws of the United States or the state of Texas by other than constitutionally or statutorily prescribed processes; or
 - c. The violent overthrow of the government of the United States or the state of Texas.

In determining the likely conduct or speech of the proposed speaker, consideration shall be given to past performance of the proposed speaker.

Arrangements for the payment of professional fees and expenses for speakers must be made through administrative channels in advance. Payment usually is made through a *Check Issuance Request* for professional services. These forms are available from Accounts Payable. If expenses involve petty

cash, receipts are essential. Forms for requesting approval of speakers from off-campus may be obtained from the Academic Support and Facilities Resources Office.
