Student Organization Speaker Review Procedures

Affirming the vision, values and mission of DePaul University expressed in the [DePaul University Mission Statement](#) and the [Guiding Principles on Speech and Expression](#), DePaul is committed to fostering an educational community that welcomes free and open discourse.

Standing in the Catholic, Vincentian, and American university traditions, free and open discourse at DePaul has a unique character. Among other things, speech and discourse have, as their end, the pursuit of truth, the search for the common good, the broadening of perspectives, and the amelioration of injustice, as well as the deepening of mutual respect, understanding, and solidarity among all people and cultures.

Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of topics. As such, DePaul encourages student organizations to plan, promote, and engage in thoughtful, respectful and challenging dialogue, including through guest speakers.

It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker.

In order to facilitate registered student organizations bringing speakers who are not members of the DePaul community to campus, DePaul has implemented the process detailed below. All student organizations seeking to invite a speaker to campus must use this process. This process will be annually reviewed by Student Affairs.

For purposes of this process, a speaker is someone from outside the DePaul community whom a registered student organization has invited to speak on-campus to a group beyond just the members of the student organization on-campus.

In other words, this process does not apply to:
- Speakers from within the DePaul community.
- Faculty, academic units, or university units or groups other than registered student organizations who are bringing speakers to campus.
- Student organizations who are planning off-campus events.

Additionally, invited guests other than speakers (musicians, comedians, cultural presentations, etc.) are not included within the scope of this process at this time.

Other policies and procedures may apply to these events.

1. **Application:** Any student organization seeking to invite a speaker to speak on-campus must complete an application through OrgSync. Student organizations should complete the

application to the best of their ability, and will have the opportunity to update and supplement the application throughout the process. *[Include link to application--elements to include (a) name of speaker; (b) website/bio information; (c) subject on which speaker will be speaking; (d) proposed date(s)/time(s) and or date/time preferences/restrictions; (e) proposed format; (f) information about potential security concerns, including information on past experiences of speaker or any groups that can be expected to object to the speaker; (l) include a space to discuss all "Considerations" from below.]* Student organizations are encouraged to submit applications for speakers with as much lead time as possible. At a minimum, applications must generally be submitted no less than one month prior to the initial proposed date. Applications for events less than one month away will be considered if feasible. The Speaker Review Committee may set forth more detailed procedures regarding the application process and timeline.

2. **Speaker Review Committee:** The role of the Speaker Review Committee is to review submitted applications and make a recommendation to the Associate Vice President for Student Affairs as to whether the student organization may move forward with inviting the speaker to campus. The Speaker Review Committee consists of two faculty, two staff members, and three students. Members of the Speaker Review Committee are appointed according to the procedures of the relevant governing body (Faculty Council, Staff Council, Student Government Association). Members of the Speaker Review Committee will receive annual training regarding issues such as DePaul's mission, DePaul's Guiding Principles on Speech and Expression responding to community feedback about difficult decisions, and diversity and inclusion. The following individuals will serve as resources to the Speaker Review Committee, including attending meetings: the Associate Vice President for Student Affairs and the Director of Student Centers.

   When appointing members to the Speaker Review Committee, the relevant governing bodies are encouraged to consider:
   - The diversity of applicants, including as to viewpoint;
   - An applicant's experience with and/or commitment to engaging in questions of speech and expression;
   - An applicant's experience with and/or commitment to engaging with DePaul's Mission and Guiding Principles on Speech and Expression; and
   - An applicant's experience with event planning logistics.

3. **Speaker Review Committee Process:** The Speaker Review Committee meets monthly on a standing basis (unless there are no submissions to be reviewed). Meeting logistics are coordinated and supported by the Associate Vice President for Student Affairs.

   At each meeting, the Speaker Review Committee reviews applications that have been submitted in the prior month. If needed, the Speaker Review Committee may collect additional information from the student organization or otherwise regarding the proposed speaker. A list of applications that will be reviewed at each meeting will be made available to the Committee through the Office of Student Involvement. Using the considerations detailed below, the Speaker Review Committee discusses each application and makes a

recommendation to the Associate Vice President for Student Affairs as to whether the student organization may move forward with inviting the speaker to campus. Given the value that DePaul places on registered student organizations inviting speakers to campus, the Speaker Review Committee will start with the presumption that it will recommend that a student organization may move forward with its invitation. The Speaker Review Committee will only recommend that a student organization not move forward with inviting the speaker to campus if there is a serious concern based on the considerations detailed below. The student organization that is requesting to bring the speaker to campus will have the opportunity to join a portion of the meeting to make a presentation or respond to questions, if needed. As needed, and as also further detailed below, the Speaker Review Committee may also make recommendations regarding time, place, and manner considerations for when the speaker come to campus. The Speaker Review Committee may develop additional procedures to guide its work. This could include, for example, procedures regarding the process and timeline for submitting applications, the level of consensus required in order to recommend that a student organization may move forward with inviting the speaker, etc. The Speaker Review Committee will make its recommendations to the Associate Vice President for Student Affairs within five (5) business days of meeting.

The Associate Vice President for Student Affairs reviews the information and recommendation provided by the Speaker Review Committee and, again using the considerations detailed below, makes a determination as to whether the student organization may move forward with inviting the speaker to campus. The Associate Vice President for Student Affairs will communicate this decision to the student organization, along with a rationale for the decision, within five (5) business days of receiving the recommendation. Except in the narrow exception detailed below, the decision of the Associate Vice President for Student Affairs as to whether the student organization may move forward with inviting the speaker to campus is final.

As noted above, there is a presumption that a student organization may move forward with its invitation. As such, in the rare circumstances where the Speaker Review Committee has recommended that a student organization may move forward with its invitation, but the Associate Vice President for Student Affairs has made a decision that the student organization may **not** move forward with the invitation, the student organization may ask for additional review of the decision by the Vice President for Student Affairs. The student organization must make this request within five (5) business days of receiving the decision from the Associate Vice President for Student Affairs. The student organization's request for additional review should include an explanation as to why the considerations detailed below indicate that the speaker should be permitted. The Vice President for Student Affairs reviews all the information available and, again using the considerations detailed below, makes a determination as to whether the student organization may move forward with inviting the speaker to campus. The Vice President for Student Affairs will communicate this decision to the student organization, along with a rationale for the decision, within five (5) business days of receiving the request for additional review. The decision of the Vice President for Student Affairs as to whether the student organization may move forward with inviting the speaker to campus is final.

All of the time frames detailed in this process may be extended by DePaul, in its sole discretion, in order to ensure proper review of all relevant materials.

All final decisions may be reconsidered, at the request of either the student organization or DePaul, using the same process and considerations, based on changes in circumstances after the time of review.

Student organizations may not begin publicizing that they intend to bring a particular speaker to campus until a final decision has been made about whether the student organization may move forward with inviting the speaker to campus. This includes, but is not limited to, extending invitations, printing or distributing fliers or posters, and publicizing via social media or word of mouth. Student organizations are strongly encouraged to request that the speaker also not publicize the potential invitation.

4. **Considerations.** When making recommendations regarding speakers, and considering all the information provided by the student organization through the application process and at the meeting, the Speaker Review Committee considers the following criteria:
   - Whether the speaker aligns with DePaul's educational mission. We expect speakers encourage mutually respectful inquiry on a wide-variety of subjects. Speakers that encourage hatred or physical violence are not aligned with DePaul's mission.
   - Whether the speaker aligns with DePaul's Guiding Principles on Speech and Expression.
   - Whether the speaker may reasonably be expected to urge unlawful order or otherwise threaten public safety or the physical safety of any members of the DePaul community.
   - Whether the speaker may reasonably be expected to significantly threaten the safe and orderly operation of DePaul business or facilities.
   - Whether the speaker has a history of abuse or intimidation of an identifiable person or community of people in a derogatory fashion based on race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, genetic information, or other protected status.

5. **Time, Place, and Manner:** Once approved, the Office for Student Involvement, Student Centers, and other areas as appropriate, work with the student organization regarding event planning, including time, place, and manner considerations. When making determinations regarding time, place, and manner, DePaul will be mindful of its commitment to fostering an educational community that welcomes free and open discourse, and of the Guiding Principles on Speech and Expression. Additionally, when making determinations regarding time, place, and manner, DePaul will take into account the preferences of the student group and the impact that any time, place, and manner considerations may have on the success of the event, as defined by the organization's goals.

Additionally, however, DePaul recognizes that it has an obligation to ensure the safety and security of the campus and members of the DePaul community, and the continuance of university business. As such, DePaul has the final determination as to all elements of time, place, and manner for all events on campus, including whether an event takes place.

As part of the initial review process (detailed above), the Speaker Review Committee will have the opportunity to offer its general thoughts about potential time, place, and manner elements. This general information will be included in the recommendation to the Office of Student Involvement.

Particular time, place, and manner considerations will vary by event. Some specific time, place, and manner considerations that could be discussed in more detail during the event planning process may include those listed below. Other considerations may also arise during event planning.

- **Date and time.** For example, DePaul may require that an event take place at a particular date and/or time based on considerations such as size, security, and other business needs.
- **Size.** For example, DePaul may require that an event be capped at a particular size based on considerations such as security, location, and other business needs.
- **Location.** For example, DePaul may require that an event take place in a particular location based on considerations such as size, security, and other business needs.
- **Security and Staff Presence.** For example, DePaul may require a particular level of security or staff presence for an event based on considerations such as previous experiences with the speaker at DePaul or other institutions or potential community response.
- **Audience composition.** For example, DePaul may require that an event prioritize attendees from the DePaul community; have a certain percentage of the audience be members of the DePaul community; or, under rare circumstances, be limited to members of the DePaul community.
- **Guest Registration.** For example, DePaul may require that a group collect and track advance RSVPs.
- **Event format.** For example, DePaul may require that particular event formats be utilized (e.g., include a moderator, asks questions and answers in writing) based on considerations such as previous experiences with the speaker at DePaul or other institutions or potential community response. DePaul will also require that a statement be read at the start of the event indicating that the presence of the speaker on campus does not imply that DePaul has approved or endorsed the views expressed by the speaker.