



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 13.26**  
**Date Approved: 10/04/94**  
**Date Amended: 01/26/07**  
**Reviewed w/no Changes:**  
**Office of Responsibility: Provost**  
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**SUBJECT: SUU LECTURES/CONVOCATION COMMITTEE**

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- I. **PURPOSE:** The SUU Lectures Convocation Committee serves as a campus-wide curricular and advisory committee responsible for recommending, planning and coordinating SUU lectures Convocation programs. The committee provides the University community and area residents a broad spectrum of lectures as well as cultural and artistic events.

Programs add depth, richness, and opportunity for personal, professional growth for the university as well as regional community. Committee members, selected to represent a cross section of students, academic disciplines and administrative offices, recommend, plan and coordinate SUU lecture programs.

- II. **ADMINISTRATION:** The SUU Lectures Program is under the general administrative supervision of the Office of the Provost. The Committee coordinates the series with the Deans' Council via meetings with individual deans and through each dean's appointed committee member. Individual deans will be contacted to endorse specific convocation events related to their respective areas. The SUU Convocation Office staff includes a program director and an assistant director. In addition to oversight of the Convocation Series, these individuals work with the committees for Diversity Weeks, the SUU Distinguished Faculty Honor Lecture, the Grace Adams Tanner Lecture on Human Values, the Eccles Scholar Lectures as well as other college and student activities committees planning specific lecture programs. The Convocation Series is offered for credit, course number 2010 and course abbreviation per each college; i.e. HSS 2010, PVA 2010, etc. The course can be repeated four (4) times as elective credit toward graduation requirements. The Convocation Office manages course operations. Staff in the Convocation Office consult with students, faculty and administrators on possible speakers and advise about necessary arrangements for successful lectures, conferences and cultural events; investigate and provide information on possible speakers and topics; and negotiate fees, expenses and other details of speaker appearances on campus. Upon speaker selection and in coordination with the Deans' Council, the staff assists in financial, promotional and technical arrangements of the events.

- III. **MEMBERSHIP:** Committee membership shall consist of:

- One faculty member from each college, selected by the Dean and appointed by the University President and Provost. These individuals will serve up to a three-year term
- The Convocation Director and Assistant Director representing staff. If either the Director or Assistant Director are faculty members, they will serve as their college's representative and a staff member will be appointed to the committee



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so that two staff personnel serve on the committee at all times. If staff are appointed, the term of service is up to three years.

- The Dean of Students
- Three students including a student appointed by the SUUSA President, a student representing the Michael O. Leavitt Center for Politics and Public Service, and a student selected by the Convocation Director. Terms of service will be renewed each year. The SUUSA President appointee will chair a student convocation committee that will be charged with primary selection of one speaker per semester.
- The Convocation Director will serve as the committee chair.

**IV. COMMITTEE MEMBER RESPONSIBILITIES**

1. Actively solicit speaker nominations for the Convocation Series. Nominations must meet programming needs within member's respective college, department, organization, and/or other campus entity while at the same time considering the broader University audience served.
2. Serve as liaison. Represent to the committee programming in progress within respective areas represented. Program coordination creates opportunity for program cost sharing while at the same time enhancing faculty, staff and student participation in planning and implementation.
3. Provide general support in program recommendations, implementation and evaluation. Committee members attend committee meetings, attend lectures and advocate the value of attending programs that enrich the collegiate experience, enhance professional and personal lives and encourage life-long learning.
4. Determine, a slate of Convocation speakers. The Deans will recommend, review, and contribute to the selection process as a council and through their respective representative. Co-sponsored and fully sponsored selections are given nomination priority. The speaker slate is decided and forwarded at least one semester prior to announcing. The Director is authorized to negotiate contracts with speakers who's agendas create time sensitive selections.
5. Assist in hosting speakers, facilitation departmental and organizational classroom visits, workshops, seminars and other appropriate meetings.



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- V. **FUNDING:** The primary funding source is academic support allocated by the Provost. Additional funds are sought from the SUUSA Student Senate on an annual basis as well as grant writing and co-sponsorship.