



<b>Policy Title:</b>	<b>External Guest Speakers</b>
<b>Functional Area:</b>	ADMINISTRATIVE/ACADEMIC
<b>Status:</b>	<b>APPROVED</b>
<b>Effective:</b>	January 2020
<b>Approved by:</b>	SOM Leadership Council
<b>Policy Contact:</b>	DO Curriculum Committee
<b>Responsible Office:</b>	Office of Medical and Interprofessional Education Office of Admissions and Student Affairs Office of the Dean
<b>Last Reviewed:</b>	December 2019

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**Purpose:** This policy aims to ensure that event organizers are aware of the framework we operate within when facilitating external speakers during an academic session.

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**Description:** At the University of the Incarnate Word School of Osteopathic Medicine faculty, student organizations, and administrators may schedule external speakers.

An “external guest speaker” is deemed anybody who is not a paid employee of the University of the Incarnate Word who will be addressing a group at a session or meeting.

#### **Faculty and Administration**

The Office of Medical and Interprofessional Education and the Dean’s Office reserves the right to meet with faculty and administrators to discuss any information submitted within the **Event Request Form**. In order to best facilitate an environment committed to welcoming diverse viewpoints and the spirit of academic inquiry, the organizer is required to be present during the session.

#### **Learners (student organizations)**

The Office of Admissions and Student Affairs reserves the right to meet with learner(s) representing a student organization to discuss any information submitted within the **Event Request Form**. In order to best facilitate an environment committed to welcoming diverse viewpoints and the spirit of academic inquiry, the organizer is required to be present during the session.

In the rare occurrence where a speaker or individual might create a public safety concern, the Office of Medical Education and Interprofessional Education, Office of Admissions and Student Affairs, and the Dean’s Office reserves the right to reschedule, relocate, modify or cancel the event and external guest speaker.

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***This policy/procedure will be distributed to all learners, faculty, and staff and be effective immediately.***

The UIWSOM DO Student Handbook will be updated to reflect this new and/or any newer policy in its next published revision.

**REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES:**