

## **Distinguished Guests**

**Original Implementation:** January 28, 2020

**Last Revision:** None

All university departments and employees (excluding those reporting directly to the Board of Regents), while acting in the scope of their employment, will notify the president's office prior to extending an invitation to a current or former member of the Board of Regents, elected official, or other distinguished guest such as a donor or prospective donor to visit campus. Such notification should include the proposed itinerary and reason for the visit. If the invitation is accepted, the president's office must be notified and kept informed of the details of the visit.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs Committee