



Distinguished Guests

Purpose

This policy outlines the notification requirements for extending invitations 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.

Persons Affected

All SFA employees

Definitions

None

Policy

All university departments and employees, while acting in the scope of their employment, will notify the president's office prior to extending an invitation to a current member of the University of Texas System Board of Regents, former member of the SFASU Board of Regents, elected official, or other distinguished guest (such as a donor or prospective donor) to visit campus.

Procedures

- A. Notification should include the proposed itinerary and reason for the visit.
- B. If the invitation is accepted, the president's office must be notified and kept informed of the details of the visit.

Related Statutes or Regulations, Rules, Policies, or Standards

None

Responsible Executive

President

Forms

None

Revision History

September 1, 2023 (original)