

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY #E-10

TITLE: CRITERIA AND SELECTION OF RECOGNITION CEREMONY GUEST SPEAKER

POLICY: The Faculty Development Subcommittee (FDSc) identifies potential speakers for the annual College of Nursing Recognition Ceremony, which is held the day before the University Commencement Ceremony in May each spring. These potential speakers are identified through written faculty input which includes biographical data and the potential speaker's area of expertise in which s/he is qualified to speak.

RATIONALE: The faculty should have the opportunity for input into the selection process for the guest speaker.

PROCEDURE:

- 1) At the beginning of the academic year (August/September) the FDSc chair consults with the Dean regarding available funding for local or national speakers as applicable.
- 2) During August/September the FDSc members solicit written input from the faculty on their local campuses. Depending on budget, recommendations for even years will generally be a state/locally respected nurse leader, and for odd years a nationally recognized nurse leader, with potential to contribute to the Recognition Ceremony and the College of Nursing Research Day. The input must be in writing and include:
 - a) biographical data and potential speakers' area of expertise;
 - b) the potential speakers' contributions to the nursing profession;
 - c) a recommendation from someone who has heard the individual speak.
- 3) Through a college-wide vote (beginning of October) the FDSc prepares a list of the top four potential speakers.
- 4) The list of the top four nominees is sent to Executive Council by the end of October for ranking.
- 5) The Chair of FDSc submits the ranked list of four to the Dean (in November) to contact in order of priority if the top candidate is unable to accept.
- 6) A final confirmation by the speaker is requested by the end of December.

*NOTE: The process is started at the beginning of the academic year, prior to the date of the Recognition Ceremony, for the state (local) speaker and two years in advance for national speakers.

Reviewed/Approved by:

Level I: Faculty Development Subcommittee (January, 2005)

Level II: Faculty President (February, 2005)