

Procedures for Inviting Elected and Appointed Officials and Dignitaries to the NJIT Campus

I. POLICY

- In order to provide proper reception and observe appropriate protocols, and ensure that adequate facilities and public safety issues are addressed, invitations to elected or appointed local, state, or federal officials and dignitaries, or those seeking election, should only be extended after consultation with the President's Office. Anyone desiring to extend such an invitation for an event at NJIT should contact the Chief of Staff in the President's Office prior to extending an invitation.

II. PROCEDURES

- Consultation with the President's Office concerning the extension of an invitation to elected or appointed local, state, or federal officials or dignitaries should be made at least 14 days in advance of the event; clearly identifying the officials or dignitaries to whom an invitation is proposed to be extended; indicating the purpose of the proposed visit to NJIT; and specifying the location and anticipated audience/attendees for the event.
- Following invitation of an elected or appointed local, state, or federal official or dignitary to campus, the event to which the official or dignitary is invited will be coordinated through the Office of Special Events in consultation with the President's Office.
- This policy and these procedures apply to both the members of the NJIT community and outside groups desiring to extend invitations to elected or appointed officials or dignitaries to campus to use NJIT facilities. In the case of an outside group, the NJIT contact with whom the outside group is working should consult with the Chief of Staff in the President's Office, and, as is the case of an NJIT sponsored event, the outside group's event on campus will be coordinated through the Office of Special Events in consultation with the President's Office.

- When extending an invitation to an individual seeking public office, or group supporting that individual, the invitation should clearly indicate to the individual or group that they should, and NJIT will, adhere to the University's policy on Partisan Activities and N.J.S.A. 18A:64E-12 et seq., the New Jersey Institute of Technology Act of 1995, which defines the University's public policy rights and responsibilities, and delineates its legal responsibility to remain free from partisan influence and behavior.

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