



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Definitions:

Protocol: Protocol is the accumulation of customs and regulations that deal with ceremonies and etiquette. Protocol is not just a show of ceremony; it reflects the observance of mutual respect and consideration between individuals as well as organizations. While good manners are the rules followed in everyday contact with other people, protocol is the set of rules which prescribes good manners in official life and in ceremonies.

VIPs: Persons of great importance or influence whose positions entitle them to special treatment, including the President of the University, members of the Board of Regents, elected and/or appointed local, state and federal officials, corporate executives, college and university presidents and other distinguished individuals. VIPs often are informally described as "very important persons."

Responsibility: Vice Presidents are responsible for ensuring this regulation is administered.

Guidelines:

1. Scheduling the President

If you would like the President to participate in an event, the Office of the President must schedule the event on his/her calendar. Before reserving meeting space, sending out invitations, or contracting any services on the presumption of the President's availability, the event should be reviewed to determine the President's availability and scheduled on the President's calendar. It is important to not that the President's schedule is subject to change and even when things are confirmed in advance, there are circumstances that necessitate cancellations and changes such as having a designee represent the President. Also, requests for the President's participation should be routed through the appropriate dean or vice president's office.

2. Scheduling and Inviting Members of the University's Board of Regents

Members of the University's governing board are busy, successful persons who serve MSU without compensation. Efficient use of their time is a professional and personal courtesy. Accordingly, scheduling and all communication with members of the Board of Regents is coordinated through the Office of the President. Regents normally would not be invited to events which do not involve the President. The Office of the President is advised of any contact with members of the Board of Regents relating to official University business.

3. Scheduling and Inviting Appointed and/or Elected Officials

Scheduling and inviting appointed and/or elected local, state and federal officials, as well as other important dignitaries, to the University should result in positive exposure. By doing so, MSU expands its reach and influence. The President should be the person extending such invitations, whenever feasible. Those desiring to extend such invitations should notify the Office of the President for specific guidance in each situation. In the event of a visit from the governor or lieutenant governor of Kentucky, a member of Congress or of the Kentucky General Assembly, a member of the Kentucky Judiciary or Supreme Court, or the Rowan County Judge-Executive or the Mayor of Morehead, they are greeted by the President who also introduces and/or recognizes them at events where he/she is presiding. Appointed state and federal officials may be greeted and/or introduced by a vice president or dean, if so designated by the President. Each situation is handled individually with the Office of the President central to all decisions regarding arrangements.

APPROVED BY:

VICE PRESIDENT: _____ DATE: _____

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: Joey Morgan DATE: 7/9/18

DESCRIPTION (CONTINUED):

DESCRIPTION (CONTINUED):