

SOLICITATION POLICY

The Solicitation Policy is framed to permit all Bowling Green State University employees (***faculty, administrative and classified staff***) to perform their jobs free from intrusions and to ensure that the mission of the university shall proceed unhampered. It also is recognized, however, that the atmosphere of a university requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, 1. Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

For the Solicitation Policy, the following definitions apply:

- Working time: Those hours during which ***faculty*** employees are engaged in the primary university function for which they were hired. ***Classified staff and administrative staff*** working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
- Internal organization: Any organization or association made up exclusively of university employees. Local affiliation with a regional, state, or national organization shall not preclude a university group being defined as an internal organization.
- External organization: Any organization or association of individuals that is not exclusively made up of university employees.
- Solicitation: Any activity which is designed to advertise, promote, or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

Disruption of Working Time:

- Employees' ability to perform their duties while engaged in the primary university function for which they were hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

Use of Facilities:

Campus Mail

- The internal campus mail system is for the exclusive use of the university and any organization sponsored by (or affiliated with) the university or made up exclusively of students or university employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

Space

- Any organization or individual who wishes to use university space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group,

association or organization, must obtain authorization of the person or office responsible for that space or facility. Normally, requests to reserve or have access to university space must be filed 48 hours prior to a meeting or visit. The request must state the purpose of the proposed visit and the name of any person(s) or alternates who desire access to the campus.

- The office of Event Planning and Reservations will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the university will attempt to provide alternate designated areas. If no alternate designated area is available, the university will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the university will immediately notify the requesting party of such conflict.

Bulletin Boards or Other Public Access Areas

- Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

Distribution of Literature

- Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above under Space.

Violations

- Any visitor who violates this policy may be denied use of university facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

Additional information on the Solicitation Policy may be found in the Administrative Staff Handbook, the Classified Staff Handbook, and the Charter's Faculty Handbook.

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