Memo

To: Faculty Senate
From: Bylaws Committee (B. J. Reed, chair)
Subject: Referred Proposal for University Commencement Committee

The Bylaws Committee received a referral from the Faculty Senate following the 4-28-15 meeting regarding adding a section to the bylaws for a University Commencement Committee. The Bylaws Committee does not recommend adding this committee to the faculty bylaws as it does not appear to be a governance structure for faculty. However, if the Faculty Senate prefers to add this committee to the faculty bylaws, the content below should work, as revised by the Bylaws Committee.

Part II: Governance Structure

Article IV Faculty Committees

Section 10 (new numbering) University Commencement Committee

a. Responsibilities
   i. Informs the graduates and faculty of procedures and appropriate attire for commencement.
   ii. Arranges the proper placement of the faculty, graduates, and the chancellor’s party in the processional and recessional lines, including consideration for individuals with special needs.
   iii. Makes physical and equipment arrangements for commencement, such as the public address system, seating, ushers, musical accompaniment, and stage setting.
   iv. Arranges for the printing and distribution of programs, invitations, and tickets, when necessary.
   v. In consultation with the assistant/associate deans of the colleges:
      • Selects the commencement marshals for each ceremony.
      • Recommends the commencement and student speakers for each ceremony.
      • Recruits faculty and staff to serve as processional and recessional leaders for each ceremony.
      • Arranges for the student procession leaders.
      • Recruits faculty and staff to assist with Countdown to Commencement activities.

b. Membership
   i. Voting
      • Three faculty, one selected from each college
      • One Graduate Council representative
      • One Music Program representative
      • Registrar
• Alumni Association director
• Two academic staff, selected by the Academic Staff Senate
• One Production Services representative
• One Media Technology Services representative
• One Event Reservations representative
• One Physical Plant representative
• One Campus Police representative
• Two student members, selected by Student Senate
• One University Information and Communications representative

ii. Ex-officio, non-voting
• Chancellor or designee
• Provost or designee
• Chancellor's administrative assistant