

College of Education Policy on Graduation Marshal Service

Approved by Faculty Policy Council on April 22, 2013

Effective: May 1, 2013

Graduation is an important part of the academic process of the College of Education. We believe that faculty should participate in the graduation process, since it is an academic function. As a result, the Faculty Advisory Committee recommends the following policy:

A list of all eligible faculty, as defined in the COE constitution, should be kept for selecting the graduation marshals. All faculty would be eligible with the exception of PKYonge faculty and the COE Dean and Associate and Assistant Deans. Eligible staff will be invited annually to participate by the Dean's representative responsible for commencement. Those eligible staff, who wish to participate, will be included on the list. The initial list would be an alphabetized list.

Based on the list, marshals will be selected from the top of the list to serve at a single graduation (i.e. one ceremony). After serving for the ceremony, the person will be placed at the bottom of the list. The number of marshals selected will be based on need. New faculty will be added to the bottom of the list.

If an individual is selected to marshal and cannot serve (e.g. illness), that person is responsible for notifying the Dean's representative responsible for commencement who, in turn, will notify the next person on the list to take his or her place. The person who could not serve will be placed at the top of the list to serve at the next graduation available.

The graduation marshal list will be kept in the Office of Student Services and managed by the Assistant Dean for Student Affairs, who will send an email to everyone on the list at the beginning of the academic year to remind them of the dates of the graduations for the next year, their position on the list, and the number of marshals needed in the prior academic year. Marshals will be notified as soon as possible when they are selected.