

COLLEGE OF ARCHITECTURE, URBAN AND PUBLIC AFFAIRS

ATTENDANCE POLICY FOR FULL TIME FACULTY AT COMMENCEMENT CEREMONIES

Florida Atlantic University now schedules three commencement ceremonies per year, one at the end of each semester, including the summer semester. For most graduating students and their families, commencement is an important ritual designating a major rite of passage in the students' lives. Commencement is also an important ceremony in the life of the University, which we embrace with gravitas and enthusiasm.

Faculty are representatives of their disciplines and the College. The faculty role at commencement includes a commitment to attend robed in full academic regalia at least one commencement ceremony per year to recognize the achievements of their students and to be recognized for their participation in that achievement. In addition to attendance, faculty are obligated to serve as marshals, and for those who have had the honor to supervise doctoral students, to participate in the hooding of those Ph.D. candidates. Given these obligations, the College establishes the following guidelines to ensure full faculty engagement at commencement ceremonies.

1. Each department/school must send at least one full time faculty member to each of the three commencement exercises each calendar year. Larger units are encouraged to send more than one.
2. Each and every full time faculty member must attend at least one of the commencement exercises each calendar year robed in full academic regalia.
3. Full time faculty members teaching on a summer contract are encouraged to volunteer to attend summer commencement. However, faculty members not on summer contracts cannot be compelled to attend summer commencement exercises; rather they will attend in the fall or spring semesters. Faculty who are not under contract during the summer are not obligated to attend the summer commencement ceremony, but may volunteer if they wish.

At the beginning of the academic year, each department/school's chair/director will develop a list of full time faculty who will attend each commencement ceremony for that year including the summer semester. The lists will be filed with the Dean's Office by 1 October, and will include those faculty who are willing to serve as marshals at the commencement ceremony they are to attend. With consultation and agreement of the chair/director, faculty may volunteer when possible to attend in the semester of their choice. When there are insufficient numbers of faculty volunteers to cover any one of the three commencement ceremonies, or there are faculty who have failed to volunteer for attending at least one commencement ceremony within a department/school, the chair/director will assign faculty to attend as needed. This includes the assignment of faculty on summer contract to attend summer commencement ceremonies if there

are insufficient volunteers. The final result to be that: at least one faculty member from a unit is present at each of the three commencement ceremonies during the year, each full time faculty

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2

member in the unit is scheduled to attend at least one commencement ceremony in the year, and that the College has at least three faculty marshals for each commencement ceremony.

Each commencement ceremony requires three marshals from the college. Faculty may volunteer to serve as one of the College marshals for the commencement ceremony they are scheduled to attend. When there are less than three volunteers for a given ceremony, the Dean, in consultation with the chairs/directors will assign faculty members as needed to serve as marshals from the list of those already scheduled to attend the commencement ceremony.

Departments and Schools may plan commencement attendance out over several years into the future within these guidelines. Every effort will be made to keep commencement attendance and service as marshal as voluntary as possible within these guidelines. However, each unit must send at least one faculty member to each commencement, and each full time faculty member must attend at least one commencement per year.