

## University Commencement Committee

**CLASSIFICATION:** University Committee

**REPORTS TO:** President of Kent State University

**CHARGE:** This Committee shall help plan and implement all University Commencement ceremonies. When needed, the committee shall assist with other University ceremonies, such as Convocation.

**COMPOSITION:** This Committee consists of thirty-six (36) faculty members, one (1) representative of the Honors College, and one student (either undergraduate or graduate) from each of the colleges, including the Honors College.

**QUALIFICATIONS OF FACULTY MEMBERS:** Faculty appointed to this Committee should plan to be available to help with the ceremonies. Historically, there have been at least six commencement ceremonies each academic year; two in December, three in May, and one in August. As this number may increase in the future, committee members should plan to work at least two-thirds (2/3) of all scheduled ceremonies in a given year.

The Coordinator of University Ceremonies in the Office of the President oversees the setup and scheduling of the Commencement ceremonies and provides support during the ceremonies.

**TERM:** Faculty members are appointed to the Committee for three (3) years, with one-third of the members rotating each year. Students are appointed for one (1) year. Terms shall begin on the first day of fall semester each year and conclude following the August commencement each year.

**MEANS OF APPOINTMENT:** Faculty members are nominated by the Faculty Senate Chair upon recommendations by the Committee on Committees and appointed by the Provost. The Dean of the Honors College appoints the representative of the Honors College. The Deans appoint one student member from each college.

**ALTERNATES:** None

**CALL:** The Chair shall convene the Committee each fall semester to review Committee responsibilities. Other meetings may be scheduled as needed.

**CHAIR:** The Provost will appoint the Chair of the committee.