

# Commencement Committee

**PURPOSE:** To advise the Provost and President and organize the University Commencement ceremonies. To provide recommendation for improvement in the recognition of graduates of the University. Work with the Provost on organizing the ceremonies annually, and in assuring that the University effectively communicates to faculty, students, and parents on graduation activities and plans.

- MEMBERSHIP:**
- Officers
    - Chairperson appointed by the Provost. The Chairperson shall be the presiding officer and shall:
      - administer all business of the committee
      - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
      - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
    - Secretary elected by the committee membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
  - Ex-officio
    1. Registrar
    2. Provost
    3. Chief of University Police
    4. Director of FHSU Online or designee
    5. Director of Bands
    6. Music
  - Faculty representatives
    7. Faculty (3)
  - Other representatives
    8. Provost's Office (2)
    9. President's Office (1)
    10. Registrar's office (2)
    11. University Relations and Marketing (1)
    12. Tiger Media Network (1)
    13. Gross/Cunningham Complex & Physical Plant (1)
    14. Graduate School (2)
    15. Alumni Association (1)
    16. Technology (1)
    17. SGA representatives 1-2 (not counted towards quorum)

**HOW APPOINTED:** Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates; VPs for their respective operational areas

**ROTATION:** Representatives from each of the colleges will serve a three-year term. Student representatives will be appointed annually.

**WHEN APPOINTED:** Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

**MEETING FREQUENCY:** The committee shall meet as necessary to conduct the business of the committee.