<table>
<thead>
<tr>
<th>Committee/Council</th>
<th>Commencement Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Type:</td>
<td>☑ Standing □ Ad Hoc</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Term/Date formed:</td>
<td>First documentation in VPAA Office is 1996-1997</td>
</tr>
</tbody>
</table>

**Membership (Describe in general terms who should serve on the committee/council): Total = 54**

<table>
<thead>
<tr>
<th>Faculty Senate</th>
<th>1 Faculty Senator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Senate</td>
<td>N/A</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>CAES-14; CBSS-10; CHS-11 (including 5 RNs); CPY-10; VPAA-1 (Co-Chair Liaison); VPIS-4; President-2</td>
</tr>
<tr>
<td>Student Members:</td>
<td>N/A</td>
</tr>
<tr>
<td>Ex Officio Members:</td>
<td>VPSA-1 (Chief of Police)</td>
</tr>
</tbody>
</table>

**Officers (Describe in general terms who should serve as officers):**

- **Co-Chairs:** Appointed after serving as committee Vice Chair following Rotation Rules and approved by VPAA.
- **Co-Vice Chairs:** Appointed by the committee Co-Chairs and approved by VPAA.
- **Secretary:** Elected from the committee members

**Charge (Describe the charge or purpose of the committee/council):**

To plan and implement the University's Commencement ceremonies.

**Rotation Rules (List the rules that govern how committee/council membership changes with time):**

Faculty/Staff members serve a maximum of 4 academic years. Contingent upon the Co-Chairs' recommendation and the VPAA's approval, a member's years of service may be either increased or decreased by a period of time deemed appropriate or necessary. A member who has held office will serve an extended term. Faculty Senate representative will rotate off when his or her term as a Faculty Senator ends. The officer rotation for an academic year is as follows: Serve 2 years as a co-vice chair, 2 years as a co-chair, and 1 year as a co-chair liaison. Thus if a member holds an office, their years of service could be more than 4 academic years.

**Duties of Members (Describe the duties expected of each committee member):**

- **Co-Chairs:** The co-chairpersons will convene and conduct the committee as needed to fulfill its charge, annually evaluate committee member performance, and make recommendations for membership. The co-chairpersons will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and other information that might be of continuing value to the committee. The co-chairpersons shall forward committee records to the new committee chair when the rotation occurs. Co-chairpersons are also responsible for communicating with the President's office, Academic Affairs office, and graduating students. Co-chairpersons will oversee the planning and implementation of the University's Commencement ceremonies.

- **Co-Vice Chairs:** Assist the co-chair with duties and take the role of co-chair in the absence

- **Secretary:** Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.

- **Faculty Senate Member(s):** Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.

- **Staff Senate Member(s):** N/A

- **Faculty/Staff Member(s):** Participate in committee responsibilities.

- **Student Members:** N/A

- **Co-Chair Liaison(s):** Serve as a resource for co-chair(s) and co-vice chair(s) and participate in committee responsibilities.

- **Ex Officio Members:** Represent the office that they hold and participate in all committee responsibilities.

**Last updated**

- Date: 11-20-19
- Co-Chair: Patti Calk
- Morgan Fitch

**Last reviewed**

- Fall 2019
- Signatures