

PROCEDURE FOR IDENTIFYING COMMENCEMENT SPEAKER

Please complete the following information:

NAME: Procedure for identifying MU's commencement speakers
ISSUING DEPARTMENT: Council of Trustees & President's Office
ISSUED DATE: August 20, 2012
REVIEWED DATE: May 17, 2017
APPROVING AUTHORITY: Council of Trustees
DATE REVISED:

DEFINITION OF POLICY/PROCEDURE

Mansfield University will hold two Commencement Ceremonies (December and May). The President and Council of Trustees will select the Commencement speaker following the outlined procedure below.

PURPOSE

This procedure designates the approved process for identification and selection of Mansfield University's Fall and Spring semester commencement speakers.

SCOPE

This procedure concerns Mansfield University administrators and the MU Council of Trustees.

FORMS

None Required

RESPONSIBILITY

Council of Trustees

PROCEDURE

December Ceremony:

1. The Academic Deans and Cabinet will identify a retired faculty member to speak at the December Commencement as part of the Capstone Lecture initiative.
2. The President and Council of Trustees will select the Commencement speaker.

May Ceremony:

1. The Council of Trustees, Cabinet, and the Director of Alumni Affairs will identify candidates to serve as non-paid commencement speakers.
2. The President and Cabinet will narrow the list to five candidates.
3. The President and Council of Trustees will select the commencement speaker.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by President's office.