

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: August 20, 2012
APPROVING AUTHORITY: Council of Trustees
DATE REVISED:

DEFINITION OF POLICY/PROCEDURE

A university policy is a rule that provides broad general guidelines on principles that govern the nature of how Mansfield University does business. A university policy, by definition, must apply to more than one office or division, and affects the operation or decision making across the institution. Departmental operating guidelines or "standard procedures" are not university policy.

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

1. Identification of Candidates - The Council of Trustees, Cabinet, Executive Director of the Mansfield University Foundation, and the Director of Alumni Affairs will identify candidates to serve as non-paid commencement speakers.
2. Narrowing List of candidates - The President and Cabinet will narrow the list to five candidates.
3. Selection - 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.