

## 3670.1 Commencement Committee Membership and Purpose

The Commencement Committee will consist of nine (9) members: six (6) faculty representatives who are appointed by the Executive Committee of the Faculty Senate and three (3) student members who are appointed from among the elected student representatives of the Student Government.

The terms of Commencement Committee members will be as follows:

- Six faculty members will be appointed for staggered three year terms.
- Three (3) students will serve a one (1) year term.

No faculty member may serve more than two (2) consecutive terms.

The chair of the Commencement Committee will be appointed from among the six faculty members by the Executive Committee of the Faculty Senate.

A representative of the Commencement Implementation Committee will be invited to serve as an ex-officio member of the Commencement Committee. A member of the Commencement Committee will also serve as an ex-officio member of the Commencement Implementation Committee.

The Faculty Senate is responsible for oversight of Commencement Ceremonies, which are academic activities. The Commencement Committee provides Faculty input regarding Commencement Ceremonies and makes Honorary Degree recommendations to the University President.

## 3670.2 Procedures for Honorary Degree Nominations

Nominations for honorary degrees will be considered by a quorum of the Commencement Committee consisting of three (3) faculty members and one (1) student member. The procedure for nominating a candidate for an honorary degree is as follows.

1. Send a request to present a nomination to the committee prior to any nomination. The committee will review the request and determine if a nomination should be reviewed for further consideration. Approval of a request to nominate requires a majority of the committee but does not indicate approval of a subsequent nomination.

A request must be submitted by ~~4th-2nd~~ Monday in ~~November-October~~ for both commencements in the subsequent year. It may be submitted by anyone affiliated with Wright State University (faculty, staff, students, trustees, or alumni) and should consist of a brief letter outlining the contributions of the potential nominee.

The request should remain as confidential as possible. The potential nominee should not

be notified of the request, nor should there be any attempt to solicit external support for the request.

2. Nominations may be submitted after a request to nominate has been approved. The deadline for submission of all nominating materials, for both Spring and Fall Commencements is the ~~4th Monday in January~~ last Friday of November.
3. Nominations may be made by anyone affiliated with Wright State University (faculty, staff, students, trustees, or alumni).
4. Nominations must include:
  - A narrative letter, in non-technical language, setting forth the reasons for the nomination.
  - A full resume of the nominee, including accomplishments, honors, education and experience.
  - A minimum of three (3) letters supporting the nomination from persons knowledgeable about the nominee's contributions.
5. A majority vote of the full membership of the committee is necessary to approve a nominee for an honorary degree; that is, five (5) votes will be required for approval.
6. The deliberations of the committee regarding nominees should be strictly confidential.
7. Nominations receiving favorable consideration by the committee will be recommended to the President of the University, who may subsequently recommend them to the Board of Trustees for further consideration and final approval.