

Marshall University College of Science
Policy No. COS-Fac-06
Faculty Marshals

Effective Date: August 1, 2022

Marshall University Faculty Marshals are typically senior members of the faculty, nominated by the academic deans based on outstanding service to the institution, excellence in teaching, and the respect of their faculty colleagues. Marshals serve the institution as official ambassadors at university events including commencement and convocation.

1.0 The duties and responsibilities of the Faculty Marshals include the following:

1.1 Providing planning and direction for convocation and commencement exercises:

- 1.1.1 Organizing the faculty for the processional and recessional portions of events;
- 1.1.2 Coordinating the efforts of the Student Marshals;
- 1.1.3 Assisting the flow of students at commencements and convocation;

1.2 Reviewing periodically the protocols for convocation and commencement.

1.3 Representing Marshall University at Presidential installations of colleges as requested by the President.

2.0 Any College of Science faculty member serving as a Faculty Marshal must meet these qualifications:

- 2.1 Be a senior member of the faculty (Associate Professor or Professor).
- 2.2 Have tenure (current marshals will be grandfathered in regardless of their tenure status).
- 2.3 Be recognized as an excellent teacher.
- 2.4 Have a record of exceptional service at the university and college level.
- 2.5 Be highly respected by colleagues and students.
- 2.6 Be nominated by the chair of the department in which he/she teaches.
- 2.7 Be willing to serve as required in this position.

3.0 College of Science Selection Process and Term of Office

3.1 Selection of Chief Faculty Marshal and Assistant Chief Faculty Marshals

- 3.1.1 Marshall University **SR-06-07-17 UFC revised SR-09-10-(22) 68 UFC** recommends that the honor of serving as Chief Marshal, 1st Assistant Chief Marshal and 2nd Assistant Chief Marshal will be rotated and staggered among

the colleges. Every two years the 1st Assistant Chief Marshal will rotate into the position of Chief Marshal with the 2nd Assistant Chief Marshal rotating to 1st. Thereafter, a new 2nd Assistant Chief Marshal will be elected every two years. The professors who are given the honor of serving as Chief Marshal and 1st & 2nd Assistant Chief Marshals will be elected by the faculty of their respective college.

- 3.2 In addition to the Chief Faculty Marshal and Assistant Chief Faculty Marshals, each college has two faculty members which serve as Faculty Marshals, which are chosen by the college.
- 3.3 The College of Science's Faculty Marshal's shall serve five-year terms, beginning with Convocation at the beginning of the fall semester and ending with Spring Commencement.
- 3.4 When a term ends, the Dean will solicit nominations from the chairs for consideration.
- 3.5 The dean will confirm with the nominee that he/she would be willing to serve if selected.
- 3.6 The dean will then select the Faculty Marshals for the College of Science.

4.0 Symbols, Rewards, Acknowledgments

- 4.1 Faculty Marshals will receive an official letter of appointment from the Dean
- 4.2 Selection as a Faculty Marshal is recognized as a significant service activity to the university.
- 4.3 The names of the Faculty Marshals will be listed in the commencement programs.