

FACULTY MARSHALS – Western Carolina University

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

Faculty Marshals

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

1. Providing planning and direction for convocation and commencement exercises:
 - a. Organizing the faculty for the processional and recessional portions of events;
 - b. Coordinating the efforts of the Student Marshals;
 - c. Assisting the flow of students at commencements and convocation;
 - d. Assisting audience arrival and departure;
 - e. Assisting disabled and special guests;
 - f. Providing programs to audience members;
 - g. Directing audience members to restrooms, seating areas, and other locations as needed.
2. Reviewing periodically the protocols for convocation and commencement.
3. Representing Western Carolina University at Chancellor/President Installations at colleges and universities as requested by the Chancellor.

Chief Faculty Marshal

The responsibilities of the Chief Faculty Marshal include:

1. Serving on the Commencement Committee and the Convocation Committee to plan these events.
2. Providing information to all faculty members about commencements and convocation
3. Communicating with faculty marshals regarding arrival times, changes, and other updates
4. Assigning responsibilities to the Faculty Marshals
5. Leading the Platform Party during commencements and convocation

Assistant Chief Faculty Marshal

The responsibilities of the Assistant Chief Faculty Marshal include:

1. Serving in place of the Chief Faculty Marshal when necessary.
2. Assigning responsibilities to the Student Marshals in consultation with the Chief Faculty Marshal.
3. Assisting the Chief Faculty Marshal with his/her responsibilities.
4. Provide direction to candidates assembling in the auxiliary gym.

Policy Procedures

Qualifications

Anyone serving as a Faculty Marshal must meet these qualifications:

1. Be a senior member of the faculty (Associate Professor or Professor).
2. Have tenure (current marshals will be grandfathered in regardless of their tenure status).
3. Be recognized as an excellent teacher.
4. Have a record of exceptional service at the university and college level.
5. Be highly respected by colleagues and students.
6. Be nominated by the dean of the college in which he/she teaches.
7. Be willing to serve as required in this position.

Selection Process and Term of Office

1. There are 14 total Faculty Marshals, including the Chief Faculty Marshal and the Assistant Chief Faculty Marshal.
2. The Chief Faculty Marshal and the Assistant Chief Faculty Marshal are chosen by, and serve at the discretion of, the Provost and Vice Chancellor for Academic Affairs. These two positions do not have specified term limits.
3. The other 12 Faculty Marshals serve five-year terms, beginning with Convocation at the beginning of the fall semester and ending with the May Commencements.
4. The 14 Faculty Marshal positions are allocated as follows: College of Arts and Sciences (2), College of Education & Allied Professions (2), College of Business (2), College of Engineering and Technology (2), College of Health and Human Sciences (2), College of Fine and Performing Arts (2), and Hunter Library (2).
5. The five-year terms are staggered to provide continuity in the ranks of the Faculty Marshals.
6. When an opening occurs in a college, the Provost will request from the appropriate dean one candidate for consideration. The dean will confirm with the nominee that he/she would be willing to serve if selected. The Provost will approve and award the appointment.
7. When necessary for a given ceremony, the Chief Faculty Marshal may ask a former Faculty Marshal to serve for that occasion.

Symbols, Rewards, Acknowledgments

1. Faculty Marshals will receive an official letter of appointment from the Chancellor.
2. Selection as a Faculty Marshal is recognized as a significant service activity to the university.
3. Each Faculty Marshal will be presented a specially designed "Faculty Marshal" lapel pin.
4. The Chief Faculty Marshal will be invited to the luncheon that follows the undergraduate commencement ceremonies.
5. The names of the Faculty Marshals will be listed in the commencement programs.