

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 of convocation and commencement
3. Representing Western Carolina University at Chancellor/Presidential 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

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) shall serve a two-year term.