

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 216: Commencement Participation

Curriculum faculty, department chairs, and deans are expected to participate in Commencement annually. Adjunct curriculum faculty are invited to participate, but it is not mandatory.

There are two ways faculty may participate:

* Faculty will march or otherwise be seated in a designated faculty section, in full academic regalia. Designated faculty may be invited to be part of the platform party.
* Faculty will serve as event staff during the commencement ceremony.

Faculty who march will wear appropriate faculty regalia following guidelines from the American Council on Education and approved by the College. This includes the following:

* A gown that appropriately reflects the degree held by the faculty member.
* For master’s and doctors’ degrees, a hood that reflects the degree, degree granting institution, and discipline held by the faculty member.
* Either a mortarboard or tam that reflects the degree with the appropriate tassel worn on the left-hand side of the cap.

New full-time faculty may work with the A-B Tech Bookstore to order regalia items. Orders must be placed by February 15 of each year. Replacement regalia will be ordered at the expense of the employee.

Faculty choosing to serve as event staff must receive approval from the appropriate dean and the Vice President of Instructional Services to ensure that departments have adequate representation in the faculty processional. Faculty approved for event staff will be given an assignment by the Commencement Committee.

Faculty requesting to be excused from Commencement for other than health or bereavement reasons must receive permission from the Vice President of Instructional Services no later April 15 of each year. If the request is approved, faculty will take a day of vacation or personal observance leave. Permissible excuses include:

* Conflict with one’s own or a loved-one’s commencement at another institution.
* Conflict with one’s own or a loved-one’s wedding or other once-in-a-lifetime event.

Recurring events that conflict with Commencement will not be considered as a permissible excuse.

Faculty requesting to be excused from Commencement for health or bereavement reasons must contact the Vice President of Instructional Services and/or their immediate supervisor as soon as possible following the Reporting of Absence Procedure 507.

#### Academic Deans

Academic deans will march with the standard bearers for the appropriate division. Academic deans will wear appropriate academic regalia as outlined above. Deans will either sit with the platform party on stage or with the faculty, as determined by the Commencement Committee.

Deans requesting to be excused from Commencement for other than health reasons must receive permission from the Vice President of Instructional Services no later April 15 of each year. If the request is approved, the dean will take eight hours of vacation or personal observance leave. The dean will also identify an appropriate replacement to accompany the standard bearer and represent the division. The replacement must be approved by the Vice President of Instructional Services.

Deans requesting to be excused from Commencement for health or bereavement reasons must contact the Vice President of Instructional Services as soon as possible following the Reporting of Absence Procedure 507. The dean will also identify an appropriate replacement to accompany the standard bearer and represent the division. The replacement must be approved by the Vice President of Instructional Services. In the event of a last-minute illness, the Vice President of Instructional Services may designate an appropriate replacement.

### Reference:

American Council on Education Academic Regalia Statement: <https://www.acenet.edu/Programs-Services/Pages/Academic-Regalia.aspx>

Definitions:

#### Faculty: Refers to instructors or professors at schools or colleges.

#### Academic Dean: Serves as a liaison between students, faculty, other staff members, top-level leadership of the school, and other administrators. They are head of their academic unit, serving as its public face and representing it to the rest of the school and to external stakeholders.

#### Department Chair: A faculty member in each academic department, assigned by the dean to manage that department.

Owner: Vice President for Instructional Services, Ext. 7900

Updated: July 12, 2023

Pursuant to Board policy, Chapter 200, Section 216, Commencement Participation must be followed.