

Commencement
Participation Policy for
Cowles Library Faculty

[Section 2.22 (Attendance at Academic Exercises) of the *Drake University Faculty Manual* refers to the “expectation” that all members of the Drake faculty shall attend spring commencement. “All full-time members of the faculty are expected to participate in the various academic exercises and part-time members are encouraged to do so...” (p. 23)]

In view of this statement, and in view of the fact that Cowles Library faculty are, in most respects, members of the faculty of instruction, the Library Faculty Council proposes the following policy to cover Cowles faculty participation in annual commencement ceremonies.

“Cowles Library faculty recognize the important role of the library in the university’s educational function and seek to participate fully in the academic life of the university. In order to ensure that the library’s role is recognized and acknowledged by the broader university community, parents and Drake alumni, the library faculty commit to representing the library at commencement according to the following guidelines:

- a) Cowles Library shall be represented at the annual Spring commencement exercises by at least three Cowles faculty members or one third of the total number of full-time library faculty, whichever number is greater. Additional Cowles Library faculty are encouraged, although not required, to attend.
- b) Library faculty representation at Spring commencement is to be determined by a rotation to be established by the faculty during a regularly scheduled library faculty meeting and reviewed periodically in order to accommodate changes resulting from hiring and staffing decisions, retirements, resignations, etc.
- c) Faculty members representing Cowles Library at Spring commencement will be identified at the beginning of the spring semester in which library representation by specific members of the faculty is expected. Library faculty selected to represent the library in any given year may negotiate with their librarian colleagues to have a colleague replace them in the rotation, but the expectation is that all library faculty will participate in at least one commencement every three years.
- d) Faculty members are encouraged, but not required, to attend Fall commencement. Note that attendance at Fall commencement does not impact the policies for Spring (as stated above). Those attending Fall commencement need to notify the Chair of the Library Faculty and the Dean of Cowles Library by December 1.

- e) Any provision in this policy which is in direct conflict with university policy relating to full-time faculty attendance at commencement shall be considered invalid and superseded by the comparable university policy.

Approved and adopted at the regularly scheduled faculty meeting, 10 May 2010.
Amended November 21, 2011.