**Faculty Instructions**

**College of Education Commencement Ceremony**

**Tuesday, June 20, 2023**

**1:00 pm – 2:30 pm**

**South Lawn behind Knight Library**

* You will need to go to HEDCO 220. Please arrive no later than **12:30 p.m.** Although there is no commencement guest parking in our lot, it may be difficult to find a space as we will have many staff and students coming in. Please plan accordingly.
* Check in at the faculty room with Amy Harter in HEDCO 220. There will be signage for where you should line up.
* Any faculty hooding doctoral students should be at the front of the faculty line. This should put you in the front row. There will be a sign in HEDCO 220 that says “HOODING FACULTY.” There will be a second sign for “ALL OTHER FACULTY” and anyone not in the stage party, a name reader, or hooding faculty will line up there.
* The lines will begin to move at 12:40 pm and you will be led out of HEDCO to the south side of the lawn behind Knight Library.
* The ceremony will start at 1 pm. Walk up the aisle where you are directed. Never fear--there will be a staff member to guide your line to the correct seating in the front 3 rows.
* Your participation and the order of events is as follows:
	+ Processional and seating of faculty and students
	+ The Dean begins ceremony/introduction of faculty and guests/speech
	+ Introduction of undergraduate student speaker – student gives speech
	+ Introduction of graduate student speakers – students gives speech
	+ Doctoral Hooding (The doctoral candidates will be moved from the front row to the base of the ramp. Hooding faculty will get up and join their students in line. See details below).
	+ Recognition of masters and undergraduates
	+ The Dean gives closing remarks
	+ Recessional begins with staff leading the stage party off the stage and then the faculty rows next heading out the front in the direction of the cemetery.
* When the ceremony concludes The Fight Song will be played and then the Recessional begins with staff leading the platform party and then the faculty rows first. You will depart and head towards the ceremony. You are finished when you reach the front corner of the grass.
* **For Hooding Faculty:** The doctoral students will be led to the ramp on the stage by COE staff. They should be grouped together by department and program (In order of CPHS, EDST, EMPL, and SPECS) and also by faculty member. So if the same faculty member is hooding 3 students, they should be standing in line together. However, they may get mixed up or choose to stand next to someone else, so please know who you are responsible for hooding so you don’t miss someone.

If there is a last minute emergency or for some reason you are unable to make the ceremony, please contact another faculty member in your department to assist in hooding your students.

* + Go to the doctoral line and stand on the left side of the first doctoral student you are hooding. Walk up the ramp to the stage with them.
	+ The student will give their name card to the name reader.
	+ Move up a few inches so you are closer to the center of the stage.
	+ Place the hood over the student, shake their hand and then send them towards the Dean.
	+ If you have another student immediately in line, wait on the stage and hood them. If your next student is farther back, move back to the line so you are once again next to the doctoral student on their left side and repeat the process until you are done. Then, exit the stage using the ramp on the opposite side of where you entered.
	+ We request that once you have crossed the stage and have finished hooding students, that you return to your seat while the remaining students cross the stage. Please remain seated until the end of the ceremony.
	+ For Hooding Faculty who are on the stage, leave your seat and join your first student in line. Once you are finished hooding, return to your seat on the stage.
* For further information contact Lisa Fortin at lfortin@uoregon.edu.