

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: FACULTY PARTICIPATION IN COMMENCEMENT

PURPOSE: To establish a policy/procedure to deal with excused and non-excused absences from participation in commencement exercises

GENERAL POLICY

FACULTY PARTICIPATION

Commencement is an important event during the academic year. Each full-time member of the faculty is expected to participate in the commencement exercise, unless he/she is excused by the Provost and Vice Chancellor for Academic and Student Affairs.

EXCUSED ABSENCES ¹

There are situations that prevent a faculty member from participating in commencement. The three most common categories under which faculty members may be excused are

1. Sick Leave
2. Official Leave
3. Special Leave

NON-EXCUSED ABSENCES

In some cases, faculty members may wish to be excused from participating in commencement for personal reasons. While it is understood that personal needs do arise, there is no officially sanctioned basis for such absences. The day of commencement is included in the period on which the faculty member's academic year salary is based, and it is usually the only officially scheduled activity of the day. Accordingly, any faculty member who wishes to be excused from commencement for personal reasons will be reduced in pay for one work day, the amount to be determined after considering the total contract salary for the period.

¹ For additional information regarding categories, see Presidential Memo (PM) 20 located in the Faculty Handbook, and consult the Director of Human Resource Management, (318) 473-6401.

APPROVAL OF ABSENCE

A faculty member who wishes to be excused from commencement for **any** reason should discuss the absence with his or her department chair as early as possible prior to commencement day. The written recommendation of the department chair will be forwarded to the Dean of the appropriate college for recommendation to the Provost and Vice Chancellor for Academic and Student Affairs for a final decision.