

# UNIVERSITY of NEW HAMPSHIRE

## *Excellence in Outreach Scholarship*

### *Outreach Scholars Academy*

#### Graduation Ceremony

A ceremony to celebrate the successful completion of the academy serves several purposes:

- Provides recognition of faculty achievements;
- Provides a means for the entire campus community to celebrate the academy
- Provides a venue for administrators to proclaim or renew their commitment to engaged scholarship.

Key elements:

- Invite all to have lunch
- As coffee and dessert are served, begin the ceremony with a welcome and comments about the importance of the faculty accomplishments (comments about what they have learned and accomplished are important, as many in attendance won't know much about the academy.) Introduce appropriate administrator (Vice President, Provost, or President)
- Administrator comments on institutional commitment to engaged scholarship
- Outreach Scholar speaks on behalf of all academy scholars (this might be a personal account of academy experiences, observations about how the cohort worked together, or any other comments deemed important by this speaker.)
- Bring each faculty member forward, individually, to receive a memento and graduation certificate, and to shake hands with administrators while being photographed.

Timeline for graduation ceremony - (times prior to graduation ceremony):

4-6 months prior	Arrange for banquet room – round tables, with hot luncheon and stage with podium
3-6 months prior	Arrange for speakers – ask one faculty scholar to speak (typically a senior faculty member) on behalf of the cohort, welcome by provost or president
3-4 months prior	Arrange for luncheon with catering, hot lunch buffet, with dessert and coffee, round tables with double tableclothes Order flowers or candle centerpieces Arrange for photography at ceremony
4 weeks prior	Send out invitation to faculty, coaches, department heads, deans and other administrators
4 weeks prior	Arrange for sound and audio visual if needed – soft music in background during lunch

2-3 weeks prior	Order long-stemmed roses for graduating faculty
2 weeks prior	Call those who haven't confirmed attendance and firm number attending Prepare name tags Print agendas for tables – one for each place setting Confirm agenda with speakers Print graduation certificates
Day of graduation	Pick up flowers, check room, organize registration table, put agendas at each place setting, make sure AV is all set

Supporting documents/files:

- Sample Graduation Invitation
- Sample Graduation Agenda
- Sample Certificate