

# UNIVERSITY of NEW HAMPSHIRE

## *Excellence in Outreach Scholarship*

### *Outreach Scholars Academy*

#### Induction Ceremony

A ceremony for the induction of faculty into the academy serves several purposes:

- Acknowledges the important commitment;
- Provides a means for the entire campus community to celebrate the academy;
- Brings greater awareness to this important university/college initiative;
- Provides a venue for administrators to proclaim or renew their commitment to engaged scholarship.

Key elements:

- Provide a hot luncheon in a nice room on campus;
- Invite all higher administrators to the event – including ALL deans – even if they don't have faculty taking part in the academy;
- Invite supervisors/department chairs who have faculty being inducted;
- Ask the president or provost to speak and provide a welcome to the induction ceremony;
- Provide a brief overview of the academy to all just prior to the induction;
- Consider including a national expert to speak at the induction regarding engaged scholarship initiatives at other institutions;
- Ask faculty scholars to come up individually and receive a notebook, portfolio, or bag that has been created just for those enrolled in the academy;
- Ask each faculty scholar to sign a small journal-type book. When the final faculty member comes forward, he or she should sign it then present it to the provost or president on behalf of the faculty scholars.

Timeline for Induction Ceremony - (times prior to Induction Ceremony):

3-5 months prior	Decide on speakers for induction, invite and make travel arrangements if necessary. Schedule president or provost to attend and speak.
2 months prior	Arrange for facilities (large room with round tables and a stage) and catering
5 weeks prior	Prepare invitation list – faculty scholars, department heads, deans, VPs, provost, president, coaches/mentors, university/college foundation representatives
5 weeks prior	Prepare Outreach Scholars notebooks (one for each scholar and all coaches)

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5 weeks prior	Reserve audio visual help and photographer for ceremony
4 weeks prior	Order centerpieces/flowers for tables and stage if needed
4 weeks prior	Secure a journal-type notebook, with lined paper and have the date of the induction written on the first page in calligraphy.
4 weeks prior	Print and mail invitations – use colored stationary, send in white envelopes, ask for RSVP
2 weeks prior	Follow up by phone or email with people who don't respond to RSVP
2 weeks prior	Make name tags for all those attending
1 week prior	Confirm all final facilities and catering arrangements (room set up, etc.)
Day of Ceremony	Walk through room to check set up, have someone to help greet participants, let academy scholars know exactly what to do during ceremony (where to walk, who to shake hands with, etc.)
After Ceremony	Send thank-you notes to speakers, president/provost, etc.

Supporting documents/files:

- Sample Invitation
- Sample Agenda