

## Attendance at Convocations, Commencements, Faculty Meetings

A general faculty meeting is held each year at the beginning of the Fall Semester. The President notifies each faculty member by memorandum of the day and hour. Additional general faculty meetings are held upon the call of the President. Faculty members are expected to attend unless formally excused by the Provost.

Commencement Exercises are held in December and in May. Deans and department heads attend both exercises. One-half of the faculty, as designated by department heads, attend each exercise. Faculty members designated are expected to attend unless formally excused by the President.

The business of various colleges, schools, and departments is transacted at meetings of their respective faculties upon call of their deans or department heads. Each unit sets its own dates and rules. In addition, all faculty members are encouraged to attend drama, music, honors, and athletic programs which involve students.