

Congregation Volunteer Roles for Faculty

(Revised: April, 2016)

Faculty Marshals:

Role and Responsibility:

The Faculty Marshals are responsible for lining up the Faculty and leading them to and from the Chan Centre. The Faculty Marshals are also responsible for placing Teaching Prize winners, and any faculty members who have family members or students graduating, at the front of the procession so they end up sitting in a convenient location on the stage.

In the Robing Room:

The Robing room for Faculty is on the top floor of the Graduate Student Centre. If faculty have rented a gown from the bookstore, this is where they can be collected.

Report to the Robing room 30 minutes prior to your ceremony start time.

The University Marshal will come and provide the Marshals with the information about the seating arrangement on stage, including the marked seating for the Teaching Prize Recipient and/or Faculty who have requested specific seating. There will also be a diagram placed on the wall for the Faculty to review.

At the appropriate time, the Faculty Marshal will be notified by one of the staff when the students have left for the Chan. At that point, the Marshal should begin to line up the Faculty. Approximately 10 minutes later, the staff member will return and advise the Faculty Marshal that it is time to begin the procession to the Chan.

In the Chan Centre:

Upon arrival at the Chan Centre, the Faculty Marshal leads the Procession to the first set of doors of the Chan Shun Theatre (Main Hall). Once there, please remain in line and do not open the inside door of the Chan Theatre until the Chancellor's Procession has arrived as well. Prof. Iain Taylor, Senior Marshal, will confirm that all members of the Chancellor's Procession are in place.

When ready, Prof. Taylor provides this confirmation to the University Marshal who is on stage and who in turn signals the Band Director to begin the procession music. At that point, Prof. Taylor will signal to the Faculty Marshal to enter the Chan Shun Theatre and to process on stage.

The Faculty Marshal will then proceed to the front of the theatre, go up the stage left steps on to the stage and be met by the University Marshal who will lead the procession across the stage to the row/rows of seats allocated for the Faculty.

Occasionally, the University Marshal may ask for assistance from the Faculty Marshal during the ceremony. This usually entails directing graduate students or guests to their seats on the stage.

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At the end of the ceremony, the Macebearer leads the Chancellor's Procession out of the theatre, down the stage right side steps of the theatre and then proceeds to the middle of the Flag Pole Plaza. The Faculty Marshal then leads his procession out the same way and will also proceed to the middle of the Plaza. If we have a lot of Faculty in the procession, we sometimes lead them out both sides of the theatre; however the Faculty Marshal and his or her row will always exit down the stage right stairs of the stage behind the Chancellor's party.