



## Student Affairs and Enrollment Management


Office of the Vice President  
MSC 3EM  
New Mexico State University  
P.O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-5089, fax: 575-646-4390  
studentaffairs.nmsu.edu

### MEMORANDUM

**DATE:** March 4, 2015

**TO:** Faculty

**Through:** Faculty Senate

**FROM:** Marisela Marquez, Commencement Chair 

**SUBJECT:** Faculty Marshal for Spring 2015 Commencement

The NMSU Commencement Committee is seeking volunteers (one per college) to be Faculty Marshals at this year's Commencement ceremonies on May 9, 2015 at 9:00 am and 2:00 pm. We are expanding participation of the campus community in Commencement ceremonies, and honoring faculty as leaders of their college as an integral part of this effort.

Faculty volunteers will be recognized in the program as the college Faculty Marshals. They will lead their college's graduating class into the Pan American Center for the ceremony and will sit with the rest of the faculty for the remainder of the ceremony. Marshals will join their college graduates at 8:00 am and 1:00 pm outside for line up and the processional.

We invite the Faculty Marshal to join other Commencement volunteers in the Practice Gym of the Pan American for a pre-ceremony breakfast, which is served from 7:00 am until 8:00 am. Lunch will be provided immediately following the 1<sup>st</sup> ceremony. Volunteers will also get an NMSU Commencement shirt and commemorative gift.

Full academic regalia will be required for Faculty Marshals. If a faculty marshal is in need of regalia please contact Renee Huber at [aggieapparel@nmsu.edu](mailto:aggieapparel@nmsu.edu) or [rhuber@nmsu.edu](mailto:rhuber@nmsu.edu), 646-4703.

Faculty Marshals who will be representing your college must sign up no later than Wednesday, March 18<sup>th</sup> at the following link: <http://commencement.nmsu.edu/commencement-staff-sign-up/> and use the comment section to let us know which college you will be representing.

If you have any questions, please let me know. Your assistance is greatly appreciated in making this a memorable event for our graduates and their friends and families.