



Office of the Secretary of Senate

February 4, 2022

TO: All Full-time Employees and Retirees of Memorial University

FROM: Michelle H. Snow, Interim Secretary, Senate Committee on Honorary Degrees and Ceremonial

SUBJECT: Nominations for University Marshal

The Senate Committee on Honorary Degrees and Ceremonial is seeking nominations for the position of University Marshal.

The function of the University Marshal shall be the ordering of the ceremonial at Convocations and on such other occasions as the Senate may from time to time deem necessary.

Eligibility to be a Nominee and a Nominator

A nominee or a nominator must be a full-time employee or a retiree of the University.

Qualifications

The prime criterion for nomination and for appointment shall be demonstrated excellence in the duties associated with the position as outlined above, or experience of a nature which would give confidence in the ability to perform the duties at a high level.

Nomination and Selection Process

When a vacancy exists for the position of University Marshal, the Secretary of Senate shall circulate to the University community a call for nominations. Written nominations, containing the signatures of the nominee (indicating the nominee's consent) and that of two qualified nominators including the rationale and the nominee's curriculum vitae, shall be submitted to the Secretary no later than two weeks after the call for nominations has been circulated. When more than one qualified nomination is received, the Committee on Honorary Degrees and Ceremonial will select one candidate for consideration by Senate.

At a meeting of the Senate provision will be made for a discussion of the merits of the candidate before voting takes place; the name of the candidate recommended by the Committee shall be voted on by show of hands and approval will require a simple majority vote of those members present and voting. If the Senate does not approve the

candidate, the Committee on Honorary Degrees and Ceremonial will be asked to select another candidate for the consideration of Senate.

The successful candidate will be offered the volunteer position for a period of five years by the Chair of Senate with renewal at the pleasure of Senate.

The nomination form (attached) and supporting documentation should be returned via email (senate@mun.ca) not later than **February 18, 2022**. For additional information please contact Michelle Snow, Interim Secretary of Senate at msnow@mun.ca.

A handwritten signature in black ink, appearing to read 'M. Snow', enclosed within a large, hand-drawn oval.

Michelle H. Snow
Interim Secretary, Senate Committee
on Honorary Degrees and Ceremonial

MHS/nc
Attachment