

Faculty members are important participants of the Graduate Studies commencement. It has been a UC Davis tradition that at the Graduate Studies commencement, every master's program that has one or more master's students participating in commencement is presented by one faculty member of that program. An equally important tradition has been that doctoral students may have up to two faculty presenters who individually present the doctoral student at commencement.

This policy formalizes the expectations of graduate program staff and faculty in providing a Master Program Deputy (faculty presenting a group of one or more students from a specific program) and Faculty Presenters (faculty individually presenting doctoral students) at the Graduate Studies commencement.

Master's Program Deputy (Presenter for Master's Students)

Each February a call will go out from Graduate Studies to the graduate program chairs requesting the faculty name of their Master's Program Deputy (MPD) for the upcoming commencement.

Expectations:

1. The MPD is not serving as a doctoral faculty presenter at the event.
2. Graduate programs are expected to reply to the call for MPDs by providing the faculty information to Graduate Studies by the stated deadline, regardless of whether the program has students registered at that time for commencement.
In so doing, it is expected that:
 - a. The program chair has asked faculty to serve as MPD;
 - b. The program chair has informed faculty of the Graduate Studies commencement ceremony date and time (referring them to the Commencement Central website, <http://gradstudies.ucdavis.edu/commencement>);
 - c. The program chair has informed faculty of the duties as MPD;
 - d. The MPD has registered their participation online at Commencement Central (<http://gradstudies.ucdavis.edu/commencement/registrationfaculty.cfm>) by mid March of each year.
3. If the MPD finds later that s/he is unable to make the ceremony, s/he is to inform his/her graduate program chair.
 - a. The graduate program chair or coordinator needs to notify Commencement Central of this change immediately at gradstudiescommencement@caes.ucdavis.edu.
 - b. The graduate program chair needs to find an alternate MPD within the program by following steps 1 and 2 as shown above.
4. Once commencement registration closes, programs without students participating in commencement will be notified that the MPD is no longer needed. However, faculty is welcome to walk as part of the interested faculty group at commencement and should notify Commencement Central immediately if that is their intent.

Faculty Presenter (Presenter for Doctoral Students)

Doctoral students have the option of requesting one or two faculty members to present them for hooding. When a doctoral student adds a faculty presenter to his/her commencement registration, the faculty presenter is immediately and automatically sent an invitation to present the student at commencement.

Expectations:

1. The faculty presenter is not serving as an MPD at the event.
2. Faculty presenters are expected to:
 - a. Register online at Commencement Central (<http://gradstudies.ucdavis.edu/commencement/registrationfaculty.cfm>)
 - i. Accept or decline a student's invitation within a reasonable amount of time (one to two weeks after receiving invitation).
 - ii. Indicate "yes" or "no" to attending commencement.
3. If the faculty presenter has indicated "yes" in Commencement Central and finds later that s/he is unable to make the ceremony, s/he is to e-mail Commencement Central immediately at gradstudiescommencement@caes.ucdavis.edu, so that other arrangements can be made for the student.