

**College of Arts and Letters
University Commencement 2009
Faculty Ticket Distribution Procedures**

Date and Time

The University's 2009 Commencement will be held on Sunday, May 17, 2009 at 2:00 p.m.

Rationale

Faculty seating at this year's Commencement has been increased by 50% over what has been available in prior years. Yet, even so, the number of tickets available to faculty will be greatly limited due to the high percentage of undergraduate, graduate business, graduate school, and law students who have indicated that they plan to attend the ceremony, and the associated high demand for tickets for guests of the graduates.

Number of Tickets Available and Number To Be Awarded

Commencement ticket allocations have been made based on proportions of the regular faculty teaching in each college. The College has approximately 115 faculty seating tickets to distribute. Faculty whose number is selected in the College lottery will receive one (1) ticket. No additional tickets will be available.

Method of Distribution

Faculty seating tickets for Commencement will be distributed according to a lottery system, using the following steps:

- (1) Faculty interested in attending Commencement must submit their names to their department chairperson between Tuesday, April 14 and Sunday, April 19, 2009.
- (2) Department chairpersons will forward all names to the Office of the Dean by 12:00 noon on Monday, April 20, 2009.
- (3) On Monday, April 20, the names of all faculty received will be assigned a unique number. All numbers corresponding to faculty names will be placed in a large container and a neutral party will select 150 numbers, which will include thirty-five alternates. The lottery drawing will be held at 3:00 p.m. on April 20 in 119 O'Shaughnessy Hall and will be conducted as an open event.
- (4) Faculty whose numbers have been selected will be notified by e-mail Monday, April 20. At that time, appropriate chairpersons will also be informed about which of their department faculty have been awarded faculty seating tickets in the lottery; this is to ensure effective coordination.
- (5) In the event that a faculty member whose number has been selected will no longer be able to attend Commencement, they should contact Donald Stelluto (1-0355 or dstellut@nd.edu) no later than 8:00 a.m. on Tuesday, April 28, so that their faculty seating ticket may be awarded to the next available alternate faculty member.
- (6) After the selection has been made, the Office of the Dean will provide to the Office of the Registrar the list of those faculty whose numbers have been selected. The Registrar will utilize this list in its coordination with the Secret Service to authorize entry to the Joyce Center on May 17. Consequently, these tickets cannot be transferred.
- (7) Due to security issues, faculty seating tickets obtained through the lottery system will be distributed to the appropriate faculty just prior to the event. Additional information regarding the distribution of actual tickets will be made available to ticket recipients.

Eligible Faculty

All regular faculty (teaching-and-research (T&R) and special professional faculty (SPF)) in the College of Arts and Letters will be eligible to submit their name to the faculty seating ticket lottery. Faculty who

will serve as marshals have special marshal seating arranged and will not need to obtain a College faculty seating ticket for the University Commencement Ceremony.

Security Requirements

Because of the security surrounding the President's visit, the University will strictly control access to the Joyce Center Arena. Each faculty member who attends the University Commencement Ceremony on Sunday, May 17:

- must present the assigned faculty seating ticket for the South Dome Commencement ceremony,
- must present his/her Faculty ID Card, which must correspond to the name on the list provided by the Office of the Dean to the Registrar and the Secret Service, and
- must be in academic robes.

Non-Transferability of Tickets

Faculty who are awarded a ticket to commencement may not transfer their faculty seating ticket to anyone else, not even to other Notre Dame faculty. Anyone who attempts to use a faculty seating ticket that has been awarded to someone else will be turned away by the Secret Service.

Live Video Broadcast

As in past years, the full ceremony will be Internet streamed live on the Commencement website and each classroom in the DeBartolo classroom building will receive a live feed from the event.

Questions

Questions about the College lottery may be directed to Donald Stelluto, Executive Assistant to the Dean, at 1-0355 or dstellut@nd.edu.

Additional University Reminders:

Faculty Marshals

- Faculty who will serve as marshals will not need to obtain a faculty seating ticket for the University Commencement Ceremony.
- Arrangements have been made to assure the admittance of faculty marshals to the Joyce Center on Sunday, along with special marshal seating.
- Additional information will be discussed at the Marshal's meeting on May 14, 2009 at 10:00 a.m. in the Joyce Center. Marshals who have further questions should contact Liz Rosencrantz at 1-7942.

Faculty Distributing Diplomas

- Faculty who wish to distribute diplomas in the North Dome must coordinate with their appropriate chairperson in advance and in order to ensure that appropriate arrangements are made.
- Due to security issues arising from the President's visit, each department will be limited to a maximum of 2-3 faculty members to hand out diplomas. These faculty must be included on a special list that the chairperson of each department will submit to the Registrar by April 22nd.
- Faculty participating only in the diploma distribution will be issued a North Dome Pass. Please note the North Dome Pass will not allow a holder to enter the South Dome ceremony.
- Faculty distributing diplomas who wish to attend the South Dome ceremony may do so only if they have received a faculty ticket through the College lottery system or if they are a faculty marshal.
- Faculty who will distribute diplomas and either who also receive a faculty seating ticket to the South Dome ceremony from the College lottery system or are a faculty marshal will not need a North Dome pass.