
Policy on Selection of a Commencement Speaker

Title:	Selection of a Commencement Speaker
Policy number:	POL 058
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	
Date of Board approval if required	(13/03/2024)
Effective date of implementation	(14/03/2024)
Frequency of review required	3 years
Replacing or superseding information	
Revision number	New
Responsible Office	Office of The University Secretary
Accountable Officer	University Secretary
Related legislation, regulation, policy, or policies	
Appendix/Appendices	Appendix A – Spring Commencement Speaker Nomination Form

1. **Authority**

Board of Trustees

2. **Purpose**

The purpose of this policy is to establish a procedure for the selection of a commencement speaker.

3. **Scope**

This policy applies to all members of the University Community involved in the nomination or selection of Candidates for commencement speaker.

4. **Definitions**

Committee: For purposes of this policy is the Ceremonial and Occasions Committee chosen to serve as a liaison between the general campus community and the University Secretary during the commencement speaker nomination and selection process.

5. **Policy Statement**

5.1. **Selection Criteria**

5.1.1. All nominees should in some way epitomize the goals and mission of the University of The Bahamas and should exemplify “Knowledge, Truth and Integrity”.

5.1.2. Candidates must meet one or more of the following criteria:

- Have a distinguished record of teaching, scholarship, or service their community
- Have record of significant achievement in her or his field
- Have exhibited exemplary leadership in public service or business

5.1.3. University of The Bahamas is an inclusive, diverse and equal opportunity space, therefore we shall attempt to alternate the sex of the speaker each year.

5.1.4. Sitting politicians are not to be selected as commencement speakers. Exceptions only considered by the President.

5.2. **Nomination**

5.2.1. University Trustees, faculty, students, staff, alumni, and other members of the University Community may recommend a potential Candidate to the Ceremonial and Occasions Committee using the form provided.

5.2.2. If an Honourary Doctorate is being presented at the Oakes Field Campus, a speaker is to be selected for UB North Campus only. If an Honourary Doctorate is being presented at the UB North Campus, a speaker is to be selected for the Oakes Field Campus only.

5.3. **Compensation/Costs**

5.3.1. The University does not pay honoraria to Commencement Speakers.

5.3.2. The university will cover the cost of travel and accommodation for speakers who live out of country or off island.

5.3.3. The University will also cover the cost of ground transportation during the stay.

6. **Procedure**

6.1. Nominations for Spring Commencement Speaker are called in January. They are sent out by the Board Secretary via the Office of University Relations to the university community and constituents.

6.2. Nominations are received by the Chair(s) of the Ceremonial and Occasions Committee.

6.3. The Committee reviews the submissions against the criteria for selection and nominees are ranked based on the selection criteria.

6.4. The Committee submits its top five (5) candidates in order of preference to the President and includes its justification of the selection.

6.5. The President submits the list of 5 or a shorter list of preferences to the Board for final approval.

6.6. Once the Board has decided on the preferred candidate(s), one for Oakes Field and one at UB North, the selected candidate(s) will be notified of their nomination.

6.7. Depending on the candidates' acceptance or refusal, another nominee may be contacted to be keynote speaker at the commencement ceremony.

APPENDIX: A

 UNIVERSITY OF THE BAHAMAS	SPRING COMMENCEMENT SPEAKER NOMINATION FORM
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Members of the UB community are encouraged to nominate individuals to be considered to give the commencement address. To be given serious consideration, the individual being nominated should have distinguished him/herself by making important contributions to society through scholarship/academics, business, public service, social, political, scientific, artistic or charitable works. The nominee should have the demonstrated ability to share his/her thoughts and ideas in public forums in ways that inspire new questioning of old ideas and promote responsible social action. Documents in support of the nomination, for example, curricula vitae, articles by or about the nominee, letters of support, or more complete biographical information should be attached to this form. A separate form must be submitted for each nominee.

NOMINATED SPEAKER INFORMATION *(Please be as specific as possible.)*

New Providence Commencement Grand Bahama Commencement

Name: _____ UB Alumnus:

Yes No

Title: _____ Affiliation:

E-mail Address: _____

P. O. Box: _____ City/State: _____ Island/Country:

Qualifications: _____

Provide reasons for nominating this person. Be specific about the nominee’s accomplishments and contributions to higher education and service to UB or wider society: _____

Have you heard the nominee give a public speech? Yes No

If yes, what was your impression and reaction?

NOMINATOR INFORMATION

Name: _____ Connection to Nominee:

E-mail Address:

Work Phone: _____ Cell Phone:

I am able to help the Commencement Committee contact the nominee: Yes No

Signature: _____ Date:
