AMERICAN UNIVERSITY OF BEIRUT

COMMENCEMENT PROTOCOL

Approved by President Fadlo R. Khuri on May 9, 2018

A. Procession and stage seating:

The order of precedence at Commencement is as follows:

- President
- BOT Chair
- Former President / President Emeritus
- Provost
- Trustees (in accordance with their date of appointment)
- Academic Deans (in accordance with the seniority of their faculty)
  - Arts & Sciences (1866)
  - Medicine (1867)
  - Nursing (1905) / Independence (2018)
  - Engineering & Architecture (1951)
  - Agricultural & Food Sciences (1952)
  - Health Sciences (1978)
  - Business (2000)
  - Deans Emeriti (in accordance with the seniority of their faculty)
- Vice Presidents
  - Vice Presidents Emeriti
  - Vice Presidents (in accordance with their date of appointment)
- Professors
  - Professor Emeritus (by date of appointment to rank)
  - Professor (by date of promotion to rank)
  - Associate Professor (by date of promotion to rank)
  - Assistant Professor (by date of promotion to rank)
B. Rules:

1. If the date of appointment or promotion to a rank is the same for two or more persons, precedence is then made on an alphabetic basis within that same date.

2. The administrative position of a member of the faculty shall in no way alter the order of precedence (i.e.: Associate Provost, Associate Dean, Assistant Dean, Deputy Dean) except in certain specific cases as is defined and detailed hereinafter:
   
a. In the absence of the President, Provost, Dean, or Director of a School, their Acting representatives shall be seated in the places originally reserved for the President, Provost, Dean, or Director of a School.

3. President sits alone in the middle of the stage. President Emeritus, Provost, Deans, Deans Emeriti and Vice Presidents sit on the right side first row.

4. BOT Chair, Keynote Speaker, Honorary Doctorates, Trustees Emeriti, Registrar and Chief Marshal sit on the left side first row, followed by the remaining Trustees (according to their date of appointment; if same year, then by alphabetic order).

5. Participants with professorial ranking (Professor, Associate, and Assistant) are split between left and right (according to their date or promotion to rank) but on the right side they sit after the Trustees.

6. Procession and stage seating (with no exceptions given to: Directors, Instructors and Lecturers) is restricted to those with professorial rankings only (Professor, Associate, and Assistant).

7. Readers and Marshals should have professorial ranking so that they are already sitting on stage and wearing the full regalia.

8. Assistant Marshals do not have to have professorial ranking but have to be either Instructors or Lecturers and wear the regalia of their degree.

9. On-ground coordinators should preferably wear black or black & white.

10. Staff from the Registrar’s office should wear black gowns while handing in the diplomas to the Dean and no seating arrangement for them is made. They only go on stage to distribute the diplomas and leave once their duty is over.

11. Student volunteers can accompany the faculty members to reach their seats on stage before the ceremony starts to avoid any seating problems, and can walk on both sides of the Faculty Procession if need be but not in the Procession. They should wear black.
12. Senior Lecturers, whose sons and/or daughters are graduating, may be allowed (with approval of the President) to participate in the Commencement Faculty Procession. In such cases, the Senior Lecturer shall occupy a position after the Assistant Professors.

13. No special seating is given to faculty members on stage whose children are graduating. They have to manage to be on time to shake their children’s hand.

14. Whenever leading an academic procession, the Chief Marshal shall always occupy a place at the outside left end of the front row on the platform.

15. The Registrar shall occupy a place next to the Chief Marshal, at the left of the front row, on the platform.

16. The Commencement Speaker is given a place in the front row on the platform immediately to the left of the BOT Chair.

C. Other official ceremonies:

- The Chairman of the Boards of Trustees takes precedence over the President only when officiating the President (e.g. Inauguration); in all other cases, the Chairman occupies a position immediately before the Speaker, to the right of the President.

  (To illustrate: During Inauguration the Chairman of the Board takes first place followed by the President. When the President is installed, the Chairman takes the place of the President, and the President takes the place previously occupied by the Chairman.)

- During Opening Ceremony and Founders’ Day, the Deans Emeriti take precedence over the Faculties Deans in the line-up and stage seating.