



CLARK ATLANTA UNIVERSITY
Office of the Vice President for Academic Affairs

MEMORANDUM

DATE: April 30, 2008
TO: All Faculty and Staff
FROM: **DORCAS D. BOWLES**
Vice President for Academic Affairs
RE: **2008 CLOSING ACTIVITIES**

Faculty is reminded that they are expected to participate in both the Baccalaureate Service and the Commencement Exercises which will be held in the CAU Panther Stadium. Dress is appropriate full academic regalia.

Baccalaureate Service will be Sunday, May 18, 2008, at 10:00 AM. Faculty will line up at 9:15 AM inside the stadium. Platform participants should assemble in the Panther Room at 9:15 AM also. **The Reverend Joseph Lowery** is the speaker.

The **Commencement Exercises** will be Monday, May 19, 2008, at 8:00 AM. Faculty will line up at 6:45 AM inside the stadium. Platform participants will assemble in the Panther Room at 7:00 AM. The processional will start promptly at 7:45 AM. **Dr. Reatha Clark King** will be the speaker.

Staff is also expected to participate in or attend Commencement. Any staff with a Master's degree or above may participate in the Line of March in full academic regalia. The University is **closed for business** on Monday, May 19, 2008; however, staff not attending Commencement should report to work from 9:00 AM - 5:00 PM (*or their regular work hours, if different.*). Ms. Susan Gibson will correspond with staff regarding service opportunities and attire for staff assisting with Baccalaureate and Commencement activities. Ms. Gibson can be reached at sgibson@cau.edu or x8196 if you should have any questions. As is the past, staff is awarded "*comp time*" for assisting with graduation – one full day for working at Baccalaureate and Commencement, and one-half day for working just one program. "*Comp time*" may be used immediately, but in no event after June 30, 2008, after approval by the appropriate supervisor.

Closing Workshop for Academic Year 2007-2008 will be Wednesday, May 21, 2008 for **all** faculty and staff. The General Session convenes at 9:30 AM in the Henderson Student Center - Multipurpose Room. Lunch will be served.

We look forward to your participation in the various year-end activities.