Memorandum to Presidents

Date: August 3, 1979
From: Office of the Chancellor
Subject: Guidelines for Inauguration of Campus Presidents

I participated in several inaugurations this past year. In each case, questions were raised by campus committees concerning the preferred format for these ceremonies. Since we have several new Presidents joining us this year, I thought I would list some broad guidelines that might be of help to campus inaugural committees.

The enclosed guidelines are broad enough to allow for local initiatives. However, they do indicate the preferred nature of my participation in the program.

Clifton R. Wharton, Jr.

Attachment

Memorandum addressed to:
Presidents, State-Operated Campuses
Presidents, Community Colleges

Copies for Information to:
Chairmen, College Councils
Chairmen, Community College Boards of Trustees
GUIDELINES FOR INAUGURATIONS OF CAMPUS PRESIDENTS
STATE UNIVERSITY OF NEW YORK

1. Inaugural ceremonies for newly-designated presidents of SUNY's State-operated campuses should reflect the shared responsibility of campus constituents, local college councils, the campus communities, Central Administration, and the SUNY Board of Trustees.

While these guidelines apply to the State-operated campuses, the Community Colleges may wish to adopt them, and are encouraged to do so.

2. Whenever possible, inaugural ceremonies should be held in conjunction with other celebrations of campus-wide importance—for example, commencements, college community days, campus faculty convocations, or state of the college addresses.

3. In addition to messages of congratulation, greetings, etc., from all interested and appropriate representatives, the inauguration procedure should include the following:

   a. A suitable faculty representative (e.g., the executive officer of the highest campus academic governance body) shall present a greeting.

   b. The head of the local college council or board of trustees shall present the president-designate (greeting message is optional).

   c. The Chancellor of the university shall present a greeting and officially bestow power of office upon the president-designate. Investiture will be by the following announcement:

      By virtue of the authority vested in me by the Board of Trustees of the State University of New York, I hereby name you President of the (college, university center, etc.) at (location). As chief executive officer, you are assigned all powers, duties, and responsibilities appropriate to the post. We are confident that under your leadership, this institution, pursuing the highest traditions of scholarship and service, will continue its dedication to the State, the Nation, and the world.

      The Chancellor shall then bestow any medallion, signet, seal, or other tangible symbol of office maintained by the local campus.

      In the event that the Chancellor of the University cannot be present, he may designate a member of the Board of Trustees or an appropriate Executive Staff officer from Central Administration to discharge his duties in the inaugural ceremony.

   d. After official investiture, the Chancellor or his designee shall offer the official congratulations to the new president. The Chancellor or his designee shall then request the delivery of a brief inaugural statement by the president.

4. The inaugural message shall be the penultimate event of the inaugural ceremony.