Student Affairs Working Procedure on Advertisement and Selection of Commencement Vocalists

Intent: To ensure a streamlined process for the advertisement and selection of vocalists for Commencement as well as the role and responsibilities of the selection committee.

Background: A Commencement sub-committee is responsible for the selection of vocalists who will sing either the national anthem or lead attendees in singing the alma mater during Commencement.

Accountability: Vice President for Student Affairs, ASI Executive Director, and Chair of the Commencement Committee

Applicability: All CI faculty, staff and students

Definition(s):
CI Student: students who are currently enrolled in an undergraduate, graduate or credential program at CI.

Chair of the Commencement Vocalists Committee: responsible for coordinating all advertising and marketing, committee communication and meetings, as well as notification to all applicants regarding the Commencement Vocalists process (Associated Students Incorporated [ASI] representative).

Chair of the Commencement Committee: responsible for appointing faculty representatives to the selection committee. In the event of a tie, the final decision will be made by the Chair of the Commencement Committee working closely with the Chair of the Commencement Vocalists Committee on all aspects of the selection process.

Attachment(s): Sample Vocal Audition Application and Sample Vocal Audition Rubric, both available at S:\1 DIVISIONWIDE INFORMATION\8 PROCEDURES\Current Procedures\Final Signed PDFs\Attachments.

Procedure: Vocal auditions are held on the CI campus approximately 10-12 weeks prior to Commencement.

Eligibility: Auditions are open to solo vocalists who are current CI faculty, staff or students. Students must be in good disciplinary and academic standing.

Recruitment: Notification regarding the opportunity to perform as a vocalist at Commencement is advertised electronically (via Wavelength) as well as through flyers and tabling. In the event of a failed
recruitment, the Chair of the Commencement Committee and the Chair of the Commencement Vocalists Committee will collaborate to find an alternative solution.

**Application Process:** Prospective vocalists must complete an application to be considered. Applications and vocal rubric may be obtained online by visiting the ASI website at www.asi.csuci.edu. Applicants must select the alma mater or national anthem and be prepared to sing the respective selection during the audition. Each song must be sung a cappella at least once from beginning to end. **NOTE: An applicant may audition to sing both the alma mater and the national anthem during the audition.**

Applicants requiring reasonable accommodations due to a documented disability should contact Disability Resource Programs (DRP) no later than 10 business days prior to the audition date. DRP evaluates the documentation, conducts an ADA interactive process, and collaborates with the Chair of the Commencement Vocalists Committee to facilitate reasonable accommodations.

**Selection Process:** The Selection Committee for Commencement Vocalists is comprised of the following members of the campus community:

- **Chair of the Commencement Vocalists Committee:** Appointed by the Vice President for Student Affairs – this will be an ASI representative
- **Chair of the Commencement Committee:** Appointed by the University President
- **Student Representative:** Appointed by the Student Government President
- **Faculty Representatives (preferably from the music department):** Recruited by the Chair of the Commencement Committee

A scoring rubric is utilized by each member of the selection committee for scoring auditions. The criteria and scoring is included in the application and advertisement to the campus community. Should there be a tie among the selection committee, the Chair of the Commencement Committee is responsible for the final decision in consultation with the Chair of the Commencement Vocalists Committee. Notifications regarding selection are communicated one week after the completion of auditions.

**Final Steps:** Vocalists are required to meet with designated members of the campus community prior to performing at Commencement.

The vocalist for the **national anthem** is required to meet with music faculty (or faculty representatives on the committee) prior to Commencement in order to prepare for his/her performance. **Failure to attend this meeting may preclude the vocalist from performing during Commencement.**

The vocalist for the **alma mater** is required to meet with the composer of the alma mater prior to Commencement in order to prepare for his/her performance. **Failure to attend this meeting may preclude the vocalist from performing during Commencement.**

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