

Guidelines for Honorary Degree

Procedures

1. Nominations for honorary degrees are made by members of the academic faculty, to include the President and the Provost, with endorsement by the dean of the college, to the Provost and the Honorary Degree Committee.
2. Members of the Honorary Degree Committee are nominated by the Provost and submitted to the President for confirmation. The eight member Committee will include one (University Distinguished Teaching Scholar); one (University Distinguished Professor); the chair of Faculty Senate; a faculty member selected from the (Committee on Scholarship, Research and Graduate Education); the (Vice Provost for Graduate Studies) and (Assistant Vice President for Research); the (Vice Provost for Faculty Affairs); the (Vice President for University Advancement); and one Dean appointed by the Provost. Effort should be made to distribute representation among academic colleges. Faculty members shall serve for staggered three year terms. The Committee is chaired by the Chair of Faculty Senate.
3. Calls for nominations for honorary degree candidates will be made by the Provost's office. Long-term planning is expected within the colleges to bring forth nominations that will enhance the prominence of the University and programs. The target date for receipt of nominations is November 1st for the subsequent spring commencement.
4. Nomination materials must include: 1) a nomination letter from a member of the academic faculty addressing specific contributions, which distinguish the candidate as an individual worthy of this designation; 2) endorsement by the dean of the college; 3) a biographical statement or curriculum vitae; 4) a one page narrative which includes an abbreviated version of the candidate's qualifications; and 5) supporting documentation which may include letters of endorsement. The nominator may be asked to present a brief oral presentation to the committee on behalf of the candidate.
5. Nominations should be sent to the Honorary Degree Committee via the Provost.
6. Nominations will be screened by the (Vice President for University Advancement,) in consultation with the President, to provide input into the Honorary Degree Committee deliberations.
7. Qualification of all nominees will be examined by the Honorary Degree Committee and a recommendation regarding acceptability of each nominee will be made by the Committee through the Provost to the President. Recommendations by the Honorary Degree Committee will be made by majority vote of the members. Voting may be done electronically, if appropriate.
8. From the list of nominees found acceptable by the Honorary Degree Committee, the President will submit recommended candidates for honorary degrees to the Executive Committee of Faculty Senate for approval on behalf of the academic faculty for the awarding of honorary degrees.
9. From the list of candidates approved for honorary degrees by the Executive Committee of Faculty Senate, the President will select candidates for formal recommendation to the Board of Governors for final approval.

10. The honorary degrees offered will include but may not be limited to Doctor of Arts, Doctor of Humane Letters, Doctor of Law, Doctor of Letters and Doctor of Science.
11. If an applicant is unable to accept the award in the year the degree is to be awarded, the individual may remain eligible to receive the award for the next successive two years without further action.
12. Honorary doctorate degrees will be awarded at the commencement ceremonies within a specific college commencement ceremony. The Honorary Degree will not be awarded in absentia. Usually, not more than two honorary degrees will be awarded per semester and no more than one will be awarded at any one commencement ceremony.
13. All matters relating to the honorary degree candidates are confidential until final approval by the Board of Governors.
14. If nomination on behalf of an individual is not recommended for an honorary degree, this action does not preclude future nominations. In the event that the application is not found acceptable, the Committee chair will solicit input from the Committee members and report summaries of this information to the nominator.