

**Procedure P9-002: Honorary Degrees**

Revision 0. Effective date: November 9, 2010.

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**I. Purpose and Scope**

A. Purpose.

[reserved]

B. Scope.

[reserved]

**II. Definitions**

[reserved]

### III. Procedure

#### A. Nomination

1. Nominations of individuals to be considered for honorary degrees may be submitted to the Secretary to the University by any member of the faculty or staff of the University, as well as by Board members, alumni, and friends of the University. Each nomination should be submitted in writing or electronically, using the nomination form available online. Nominations should contain the full name of the nominee plus any or all of the following information:
  - a. List of academic degrees earned and the institutions granting them.
  - b. Career history or experience that is deemed relevant to the nomination.
  - c. List of memberships in learned societies, professional association, and civic organizations, etc.
  - d. List of significant honors already attained.
  - e. Identify any current or past connections or ties to the University.
  - f. Any additional comments that add interest or pertinent information concerning the nominee.
2. Nominations should be submitted to the Secretary to the University according to the following schedule:
  - a. For the University's annual Commencement -- not later than May 31st of the previous year.
  - b. For Special Convocations -- not later than three six months before the date of the Special Convocation.
3. Other nominations may be invited by members of the Board of Trustees on an ongoing basis.

#### B. Selection and Approval

1. The Secretary to the University will submit the list of nominees to the Honors Committee of the Board of Trustees. This committee, in consultation with the President and Vice President for Institutional Advancement, will make its selection of honorary degree recipients and submit its choice(s) to the full Board of Trustees for final approval.

C. Confidentiality

1. All matters pertaining to the nomination and selection of honorary degree candidates are confidential.

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*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

**IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

A. Policies/ Rules.

1. Policy 9-002: Honorary Degrees

B. Procedures, Guidelines, and Forms. [ *reserved* ]

C. Other Related Resources. [ *reserved* ]

**V. References**

[ *reserved* ]

**VI. Contacts**

[reserved]

**VII. History**

Revision History.

- A. Current version. Revision 0.

1. Approved by the Academic Senate on November 1, 2010 and the Board of Trustees on November 9, 2010 with effective date of November 9, 2010.
  2. Editorial Revisions
- B. Previous versions.
- C. Renumbering
1. Previously included in Policy 9-002 until November 9, 2010.