

UNIVERSITY of
NORTHERN COLORADO



Criteria and Procedures for Selection
and Awarding Honorary Degrees

PURPOSE

The honorary degree is a traditional means of the academic university to recognize *distinguished* individuals who have made *significant contributions* to the University over an *extended period of time* or whose *outstanding personal or professional endeavors complement the University's role and mission*. Candidates must be viewed by the university community as *unique, recognizable figures* whose public recognition *brings honor* on the University of Northern Colorado.

LIMITATIONS

UNC employees are not eligible for the honorary degree while they are employed by the University. Honorary degrees shall not be conferred on elected state and local officials while they are holding office. Only degrees generally recognized as honorary degrees will be conferred. The two most common are the Doctor of Laws and Doctor of Humane Letters. Under no circumstances will earned degrees given by UNC be conferred as honorary degrees.

CRITERIA

Candidates must be evaluated against the general criteria set forth in the purpose statement cited above. i.e.

1. They must have made significant contributions to the University over an extended period of time or must have outstanding personal or professional accomplishments that complement the University's role and mission.
2. Candidates must be viewed by the university community as unique, recognizable figures whose public recognition brings honor on the University of Northern Colorado.

In addition, candidates must exhibit exemplary character and integrity and meet at least one of the following criteria.

1. Candidates will have rendered special service to the University or to the State of Colorado.
2. Candidates will have distinguished themselves in their profession and will have had their contributions acknowledged by fellow professionals.

3. Candidates will have distinguished themselves in public service and will have had their contribution widely acclaimed.

NOMINATIONS

Procedure. Nominations may be made at any time by any person in the academic community and should be sent to the Assistant Vice President for Research & Extended Studies and Dean of the Graduate School. In addition, the Dean of the Graduate School will solicit nominations each semester. Nominations must be received the semester prior to the semester of commencement at which the degree is to be awarded.

Materials. At a minimum, nomination materials must include a letter of nomination indicating how the candidate meets the honorary degree criteria, a resume and the preferred semester in which the degree is to be conferred.

REVIEW PROCESS

Several steps are included in the review process: the Honorary Degree Committee, the Faculty Senate, the Academic Deans, the Provost, the President and the Board of Trustees. ALL DELIBERATIONS ARE HELD IN STRICT CONFIDENCE THROUGH EVERY STEP OF THE REVIEW PROCESS TO PROTECT THE WELFARE OF THE CANDIDATE AND THE UNIVERSITY.

Evaluation Materials. The evaluation materials for each candidate will include the letter of nomination, resume and Candidate Evaluation Form (See Attached). These materials will accompany the candidate's nomination throughout the process. The Candidate Evaluation Form will establish the record of evaluation for each step of the review.

Honorary Degree Committee¹. Nominations are first reviewed by the Honorary Degree Committee which determines whether the recommendation should go forward in the process. The Committee will initiate the Candidate Evaluation Form (See Attached) for each candidate. If the nomination is denied by the Honorary Degree committee, the Dean of the Graduate School will forward the review materials including the Candidate Evaluation Form directly to the President. The President may direct the Dean to either cease deliberations or continue the process. When recommendations pass this Honorary Degree Committee, they go to the Faculty Senate.

The Faculty Senate. The Dean of the Graduate School will make to the Faculty Senate in executive session the recommendation of the Honorary Degree Committee. The presentation will include the candidate's evaluation materials and any dissenting opinions from the Honorary Degree Committee. The Faculty Senate will vote on the candidate. The

¹ The Honorary Degree Committee is composed of the Dean of the Graduate School who chairs the Committee, Chairperson of the Faculty Senate or a designated Senate member, President or Representative from Student Representative Council, President of the Alumni Association or a designated member of the Alumni Association, and the Chairperson of the Graduate Council.

recommendation of the Senate and any dissenting opinions from the Senate will be recorded on the Candidate Evaluation Form and presented by the Dean of the Graduate School to the Provost.

The Provost. The Provost will present the candidate and evaluation materials to the Deans for a recommendation. The Provost will record the deliberation of the Deans and his/her own recommendation on the Candidate Evaluation Form and submit the evaluation materials to the President. The Provost should also include a recommendation of the degree to be awarded.

The President. The President will review the evaluation materials of the candidate and decide whether to recommend approval to the Board of Trustees. If the President determines the candidate meets the Honorary Degree Criteria, the President will forward a recommendation and the evaluation materials to the Board of Trustees.

The Board of Trustees. The Board of Trustees will review the nomination and evaluation materials against the honorary degree criteria and will approve or disapprove the recommendation.

ANNOUNCEMENT OF CONFERRING THE DEGREE

When a candidate is approved, it will be up to the President to make the public announcement. The honorary degrees will be conferred at a commencement or at a special convocation following approval by the Board of Trustees.