

UNIVERSITY OF SOUTH FLORIDA

SCHEDULE FOR HONORARY DEGREE NOMINATIONS 2005 – 2006

Action	Spring Deadline	Fall Deadline	Area Responsible
1. Communication sent to deans/ directors/chairs requesting nominations	October 14	July 1	Faculty Senate Office
2. Notification for Nomination form due in Faculty Senate Office	December 9	August 1	College Deans
3. Submission deadline for completed packets	January 13	September 9	Faculty Senate Office
4. Nominations reviewed by Honors and Awards Council	February 3	September 30	Faculty Senate Office
5. Recommendations reviewed by Senate Executive Committee	February 8	October 5	Faculty Senate Office
6. Recommendations reviewed by Faculty Senate	February 22	October 19	Faculty Senate Office
7. a. Recommendations sent to Provost and President, b. Hoods and diplomas ordered.	February 24	October 21	a. Faculty Senate Office b. Office of Special Events and Ceremonies
8. Copies sent to President's Director of Academic Support Services, Commencement Coordinator of Office of Special Events and Ceremonies	February 24	November 4	Faculty Senate Office
9. Nominations forwarded from President to BOT for approval	March 10	November 4	President's Office
10. Notification of nomination sent to candidate from President (pending BOT approval)	March 10	November 4	President's Office and Office of Special Events and Ceremonies
11. Anticipated date of approval by BOT	March 31	November 18	President's Office
12. Notification sent from President to recipient(s). Arrangements coordinated for candidate(s): travel, transportation, accommodations, reception/dinner, USF host assigned	April 21 – May 5	November 21- December 16	President's Office and Office of Special Events and Ceremonies
13. Program for ceremony delivered to printer	April 21	November 21	Media Relations, Publications and Office of Special Events and Ceremonies