

UNIVERSITY OF SOUTH FLORIDA
Faculty Senate Honors and Awards Council

SCHEDULE FOR HONORARY DEGREE NOMINATIONS
2007– 2008 Academic Year

Action	Fall Deadline	Spring Deadline	Area Responsible
1. Communication sent to deans/ directors/chairs requesting nominations	June 25	October 12	Faculty Senate Office
2. Notification of Nomination form due in Faculty Senate Office	August 10	December 7	College Deans
3. Submission deadline for completed packets	September 7	January 11	Faculty Senate Office
4. Nominations reviewed by Honors and Awards Council	September 28	February 1	Faculty Senate Office
5. Recommendations reviewed by Senate Executive Committee	October 3	February 6	Faculty Senate Office
6. Recommendations reviewed by Faculty Senate	October 17	February 20	Faculty Senate Office
7. Recommendations sent to President and Commencement Coordinator, Office of Special Events and Ceremonies	October 19	February 22	Faculty Senate Office
8. Nominations forwarded from President to BOT for approval	Post Faculty Senate approval	Post Faculty Senate approval	President's Office
9. Approval by BOT	Post Faculty Senate approval	Post Faculty Senate approval	President's Office
10. Candidate's acceptance			President's Office
11. Arrangements coordinated for candidate(s): travel, transportation, accommodations, reception, dinner, USF host assigned, diploma and regalia ordered.	November - December	April – May	President's Office and Office of Special Events and Ceremonies