

## **USF Faculty Senate Honors and Awards Council Honorary Degree Nomination Guidelines**

The University of South Florida seeks each fall and spring nominations for Honorary Degrees. These degrees, one of USF's most significant tributes, are awarded to those who have distinguished themselves through a career of genuine and extraordinary achievement and special humanitarian contribution to society at large and, more specifically, to the University and its community.

### **Criteria**

To guide its work, the Honors and Awards Council has adopted the following criteria for reviewing nominations:

- *Distinction* with sustained, meritorious activity in one's field of endeavor. Those activities may include but are not limited to:
  - Scholarship
  - Creative Arts
  - Public Service
  - Professional Service
  - Business, Industry, and Labor
- *Distinction* in harmony with the purposes, values, and ideals esteemed by the University.
- *Distinction* through special humanitarian contribution to society at large, the University, and the community.

The University, by honoring outstanding individuals, honors itself. Thus, a recipient should lend distinction to the University. At the same time the University will not award degrees that do not satisfy the above criteria and are merely politically motivated or the result of recognition of past or of prospective gifts to the University.

### **Procedures**

1. Candidates for honorary degrees may be nominated by any member or group such as departments, colleges and committees of the University of South Florida community, by any prominent individual who is knowledgeable in the candidate's field of expertise and who is in a position to judge the candidate's contributions and achievements,.
2. A current USF employee is not eligible for nomination.
3. Inasmuch as the degrees conferred relate to one of the University disciplines and indicate distinguished accomplishment to those disciplines, the nomination should originate from, or have the endorsement of, the appropriate USF academic area.
4. All nominators (whether from the University proper or the USF community at large) must submit documentation specifying the nominee's qualifications for being selected as a degree recipient to the appropriate division head or department chair and dean of that college, i.e., relevant to the degree sought. Documentation must include:
  - A brief letter of nomination summarizing the candidate's qualifications, the honorary degree sought and certifying the support of the appropriate academic area.
  - Letters of recommendations from USF academic area (faculty/administrator) and from professionally-distinguished individuals outside USF who are prominent in the candidate's field (3 minimum; 5 maximum).
  - Current curriculum vitae of the nominee including details of the nominee's achievements and special recognitions.
  - Other supporting materials (not to exceed 20 pages).

5. The dean shall forward the nominee's file to the Honors and Awards Council .
6. Nomination shall indicate the formal honorary degree/title sought (e.g., Doctor of Humane Letters). Honorary degree titles awarded at USF include: Doctor of Architecture, Doctor of Business Administration, Doctor of Earth and Environmental Sciences, Doctor of Education, Doctor of Engineering, Doctor of Humane Letters, Doctor of Humanities, Doctor of Marine Science, Doctor of Nursing, Doctor of Public Health, Doctor of Science, and Doctor of Visual and Performing Arts.
7. The Honors and Awards Council will evaluate nominees for honorary degrees and make recommendations to the Faculty Senate. No award will be considered final and official until it has been approved by the President, the Board of Trustees, accepted by the nominee and formally conferred by the President of the University.
8. Nominations for honorary degrees are to be conferred at the fall, spring, and summer commencement ceremonies.
9. The Honors and Awards Council meets twice a year for review of honorary degrees. Nominating USF academic area agrees to host the nominee. Deadlines to be determined by the Honors and Awards Council for fall and spring semesters.

Date of Adoption: 08/81  
Date of Revisions: 01/95; 10/99; 10/03, 4/07; 09/07

### Checklist for HONORARY DEGREE Nomination

1. The candidate for honorary degree is nominated by: (check one)
  - Department at USF
  - College at USF
  - Committee at USF
  - Prominent individual who is knowledgeable in the candidates field of expertise who is in a position to judge the candidate's contribution and achievements.
2.  The Candidate is not a current employee at the USF.
3. The nomination originates from, or has the endorsement of, an individual from the appropriate USF academic area (check one):
  - College
  - School
  - Institute
  - Center
4. The formal honorary degree/title sought:
  - Doctor of Architecture
  - Doctor of Business Administration
  - Doctor of Earth and Environmental Sciences
  - Doctor of Education
  - Doctor of Engineering
  - Doctor of Humane Letters
  - Doctor of Humanities
  - Doctor of Marine Science
  - Doctor of Nursing
  - Doctor of Public Health
  - Doctor of Science
  - Doctor of Visual and Performing Arts
5. The following documentation is included in the nomination submission:
  - A brief letter of nomination summarizing the candidate's qualifications, the honorary degree sought, and certifying the support of the appropriate academic area.
  - Letters of recommendations from USF academic area (faculty/administrator) and from professionally-distinguished individuals outside USF who are prominent in the candidate's field (3 minimum).
  - Curriculum vitae of the nominee including details of the nominee's achievements and special recognitions.
  - Other supporting materials (not to exceed 20 pages).
6.  The nominator has submitted documentation specifying the nominee's qualifications for being selected as a degree recipient to the appropriate division head or department chair and dean of college, i.e., relevant to the degree sought.
7.  The dean shall forward the nominee's file to the Honors and Awards Council by the deadline published by the Chair of Honors and Awards Council.

8. Submission Format

\_\_\_\_\_ Electronic file in Portable Document Format (pdf)

9. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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