ADMINISTRATIVE PROCEDURE

ACAD-6

HONORARY DEGREE SELECTION

TITLE

Honorary Degree Selection and Administration Procedure

RESPONSIBLE OFFICE

Office of the Provost and Senior Vice President for Academic Affairs

RELATED BOARD RULE

Board of Governors Rule: Honorary Degrees

SECTION 1. PURPOSE

This procedure establishes operational requirements for the nomination, review, recommendation, administration, conferral, documentation, and rescission review of honorary degrees awarded by Marshall University.

This procedure shall be interpreted consistently with the University's Honorary Degrees Board Rule.

SECTION 2. DEFINITIONS

2.1 Honorary Degree Committee

The committee established pursuant to the Honorary Degrees Board Rule.

2.2 Nomination Packet

All materials submitted in support of a proposed honorary degree candidate.

2.3 Nominator

Any individual or group authorized to submit an honorary degree nomination.

SECTION 3. NOMINATION PROCESS

3.1 Solicitation of Nominations

Academic Affairs shall establish and maintain a process through which honorary degree nominations may be submitted by members of the University community.

The process may include:

(a) online submission forms;

(b) supporting documentation requirements;

(c) eligibility verification procedures; and

(d) submission deadlines established by Academic Affairs.

3.2 Required Materials

A nomination packet shall generally include:

(a) the nominee's name and current contact information, if known;

(b) a statement describing the basis for nomination;

(c) documentation supporting the nominee's qualifications;

(d) a curriculum vitae, biography, or comparable summary of accomplishments when available; and

(e) any additional materials required by Academic Affairs.

3.3 Incomplete Nominations

Incomplete nomination packets may be returned to the nominator or held for future consideration.

SECTION 4. PRELIMINARY REVIEW

4.1 Administrative Screening

Academic Affairs shall conduct a preliminary review of submitted nominations to determine whether:

(a) required materials have been provided;

(b) the nominee appears to satisfy eligibility requirements established by Board Rule; and

(c) sufficient information exists to permit substantive review.

4.2 Additional Information

Academic Affairs may request additional information from nominators as necessary.

SECTION 5. HONORARY DEGREE COMMITTEE OPERATIONS

5.1 Meetings

The Honorary Degree Committee shall meet as necessary to conduct its responsibilities.

5.2 Quorum

A majority of appointed members shall constitute a quorum.

5.3 Deliberations

Committee deliberations concerning honorary degree nominees shall remain confidential to the extent permitted by law and University Rule.

5.4 Conflicts of Interest

Committee members shall disclose actual or potential conflicts of interest.

The Provost may excuse a member from participation in a particular review where a conflict exists.

5.5 Committee Recommendations

The Committee may recommend one or more candidates for further consideration.

The Committee may also determine that no candidate should be recommended during a particular review cycle.

SECTION 6. FACULTY SENATE REVIEW

6.1 Submission to Faculty Senate

Candidates recommended by the Honorary Degree Committee shall be transmitted through the process established by the Faculty Senate.

6.2 Documentation

Academic Affairs shall provide supporting materials reasonably necessary for Faculty Senate determination.

6.3 Communication of Action

Faculty Senate recommendations shall be communicated to the Provost and President.

SECTION 7. PRESIDENTIAL AND BOARD REVIEW

7.1 Presidential Review

Following completion of Faculty Senate review, recommendations shall be submitted to the President.

7.2 Board Materials

For candidates advanced by the President, Academic Affairs shall prepare materials for Board review and determination.

7.3 Confidentiality

Board materials relating to honorary degree candidates shall be handled in accordance with applicable law, Board practices, and University Rule.

SECTION 8. COMMENCEMENT AND CONFERRAL

8.1 Coordination

Academic Affairs shall coordinate with:

(a) the President's Office;

(b) the Registrar;

(c) University Communications;

(d) commencement personnel; and

(e) other appropriate offices.

8.2 Degree Preparation

Upon Board approval, the Registrar shall prepare appropriate honorary degree diplomas and related academic regalia.

8.3 Public Announcement

The University shall determine the timing and manner of announcing honorary degree recipients.

8.4 Acceptance

Recipients are ordinarily expected to accept honorary degrees in person unless an exception is approved by the President.

SECTION 9. RECORDS MANAGEMENT

9.1 Official Records

Academic Affairs shall maintain official records relating to honorary degree nominations and awards.

9.2 Retention

Records shall be retained in accordance with applicable University records retention requirements.

SECTION 10. RESCISSION REVIEW PROCEDURE

10.1 Referral

Any matter referred for determination of honorary degree rescission shall be transmitted to Academic Affairs by the President.

10.2 Investigation

Academic Affairs may gather information relevant to the referral and provide such information to the Honorary Degree Committee.

10.3 Notice

Where appropriate and practicable, reasonable efforts shall be made to notify the honorary degree recipient and provide an opportunity to submit a written response.

10.4 Committee Review

The Honorary Degree Committee shall review the matter and prepare written findings and recommendations for the President.

10.5 Referral Authority

Authority to refer a matter to the Committee for determination lies with the President and/or any Member of the Board of Governors.

10.6 Board Action

No honorary degree may be rescinded except by action of the Board of Governors pursuant to Board Rule.

SECTION 11. FORMS

Academic Affairs may develop forms, instructions, guidance documents, and templates necessary to implement this procedure.

SECTION 12. REVIEW OF PROCEDURE

The Provost and Senior Vice President for Academic Affairs shall periodically review this procedure and recommend amendments as necessary.