



**NOMINATION FORM FOR HONORARY DEGREE TO THE  
FACULTY SENATE HONORARY DEGREE COMMITTEE [FSHDC]**

Name of Nominee:  
Present Position:  
Relationship to Utica College:

Proposed Award:

Support Statement if not currently related to Utica College:

Address: Street

City, St, zip

Email

Land Phone

Fax

Mobile

Nominee Education:

Nominee Awards:

Nominated By: Name  
Address  
City, St, zip  
Email  
Phone  
Fax

Nominator's Brief Statement of Support:

A nominator letter of support is to accompany this form.  
Three additional reference letters are required for the nomination process.

## Honorary Degree Nomination Information

Calendar:        Nomination Forms must be received by November 1 of each academic year.  
                      Reviews are conducted between November 1 and December 15 by the FSHDC.  
                      Faculty Senate members receive nominee information for review by January 15.  
                      Faculty Senate Voting is conducted at the February Senate Meeting.  
                      Faculty Senate Voting Results are provided to the President's office within 10 days.

### FSHDC Policy

Honorary degrees are intended for those whose distinction and achievements are outstanding and bring state, national and possibly international recognition as an unusual contribution; as opposed to what might be a distinguished career. It is the intent of Utica College to award honorary degrees in recognition of extraordinary achievement in such fields as arts and humanities, science and technology, and business and public service; or in recognition of outstanding contributions to the welfare and/or enrichment of the College, state, nation or world. Recipients may, or may not, be the same as the Commencement Speaker for Graduation Ceremonies. Recipients may, or may not be, be an alumnus of Utica College.

Nominations for degrees are invited from all members of the Utica College community. Nominations come to the FSHDC through members of the Faculty Senate. Nominations that come to the committee from a source other than individual Faculty Senate Members shall be reviewed by the faculty of one of the divisions of the college appropriate for the proposed candidate's relevance prior to its being considered by the committee. No individual may nominate himself or herself. All nominations are to be submitted on the Faculty Senate Honorary Degree Nomination form with its necessary support information. Honorary degrees shall not be conferred to any member of faculty, staff or Board of Trustees before such an individual has been separated from the institution for at least two years. Honorary degrees shall not be conferred to any individual currently serving as an elected or appointed official in local, regional, state or federal government. Approved candidates shall remain on the active list for a period of two years. After two years, if the nominee has not been invited, or it has not been possible to award such degrees in person, the names will be dropped from the list of active candidates. Such persons may be re-nominated. Honorary degrees will not be awarded in absentia unless extraordinary circumstances exist [as decided by the College President in the event preparation and delivery process]. A posthumous degree may be conferred if the award was approved prior to the candidate's death.

### Nomination Criteria

- 1]        A vitae or complete biographical article describing education, experience, professional activities, appointments, honors, previous honorary degrees and awards, and any/all other information pertinent to the awarding of an honorary degree.
- 2]        At least three letters of endorsement, in addition to the nominator's statement, supporting the nomination. The references should manifest the breadth of reputation of the nominee.
- 3]        All nominations are to be held in confidence of the Faculty Senate Honorary Degree Committee during the screening processes.
- 4]        Completion of the nomination form, and its receipt, is due by November 1<sup>st</sup> each academic year to the committee.

Submit to: Faculty Senate Honorary Degree Committee, Utica College, 1600 Burrstone Road, Utica NY 13502.

