

**Utica College Faculty Senate Honorary Degree Committee [FSHDC]
2005-6 HDC Members
Peter Olson, Carolynne Whitefeather, Jeff Miller**



Utica College Faculty Senate Bylaws Item:

The Faculty Senate Honorary Degrees Committee [FSHDC]

Function and Authority:

[1] The Committee on Honorary Degrees

Function and Authority: shall have exclusive responsibility for recommending (with supporting documentation) to the Faculty Senate candidates for Utica College Honorary Degrees. Nominations for degrees will be invited from all members of the College community.

After the last regular Senate meeting of an academic year, the Coordinating Council shall be empowered to act in place of the full Senate for the approval of Honorary Degrees. At the first business meeting of the Senate in the fall, the Coordinating Council will report any such action taken.

Approved candidates for Honorary Degrees shall remain on the active list for a period of two years. After two years, if either they have not been invited or it has not been possible to award such degrees in person, the names will be dropped from the list of approved candidates. Such persons may be re-nominated. No Honorary Degree will be awarded in absentia although a posthumous degree may be conferred if the award was approved prior to the candidate's death.

The final selection of Senate-endorsed College Honorary Degree recipient(s) will be made from the active list by the President of the College for recommendation to the Board of Trustees (or an appropriate committee thereof). The President of the College will inform the Committee on Honorary Degrees of the final selection(s).

Membership: shall consist of three (3) faculty or professional librarians elected by members of the Faculty Senate, the President of the College (or a representative of the President), and the Dean of the Faculty (or a representative of the Dean). An appointee from the Public Relations staff may attend as a non-voting member.

POLICIES AND CRITERIA FOR UTICA COLLEGE HONORARY DEGREES

Nominations are invited before, and must be received by November 1, of each academic year for the award of The Utica College Honorary Degrees for each academic year [Fall and Spring Semesters]. Reviews are conducted between November 1 and December 15. Faculty Senate members are provided selection materials for review by January 15 for up to three persons. Faculty Senate Voting will occur during the first Senate Meeting in February. The Faculty Vote Results will be recorded in Senate Minutes and provided to the President's Office within 10 calendar days following the recording of the vote. The honorary degrees are to be awarded under the following terms:

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 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.

The final selection of the Faculty Senate endorsed recipient [s] will become the active list by the President of the College for recommendation to the Board of Trustees [or appropriate committee thereof]. The President of the College will inform the FSHDC of the final selection [s] and prepare the formal 'Cause to be Honored Statements'.

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 1st each academic year to the committee.

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

THE UTICA COLLEGE HONARARY DEGREE GUIDE

Doctor of Divinity D.D.

Chaplain, priest, scholar in some area of religion, etc.

Doctor of Fine Arts D.F.A.

Professional actor, artist, museum director, etc.

Doctor of Human Letters L.D.H.

Academic in humanities, historian, professor of English, etc;

Non-academic who has contributed to general welfare and quality of life, etc.

Doctor of Laws L.L.D.

Judge, lawyer, president of a college or university, champion of human rights, public service [government official, businessperson who serves the community or country in a special way, etc.

Doctor of Letters Litt.D.

Professional poet, author, journalist, etc.

Doctor of Music Mus.D.

Professional conductor, composer, singer, etc.

Doctor of Science Sc.D.

Academic, professional scientist, science administrator, etc.



NOMINATION FORM FOR HONORARY DEGREE

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

Support Statement if not currently related to Utica College:

Address: Street City, St, zip
Email Land Phone
Land Phone Mobile
Fax

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 SELECTIONS FOR REVIEW
FROM THE FACULTY SENATE HONORARY DEGREE COMMITTEE
TO THE
FACULTY SENATE**

Academic Year: _____

Candidate 1:

Candidate 2:

Candidate 3:

[All submissions must note origination of nomination as being from the FSHDC or Speaker Committee]



**FACULTY SENATE HONORARY DEGREE COMMITTEE
ANNOUNCEMENT OF RECIPIENT/S
TO THE FACULTY SENATE AND COLLEGE PRESIDENT**

NAME:

Nominee from Faculty Senate HDC: Y or N
Nominee from Comm. Speaker Committee: Y or N

DEGREES EARNED:

CURRENT EMPLOYMENT RECORD:

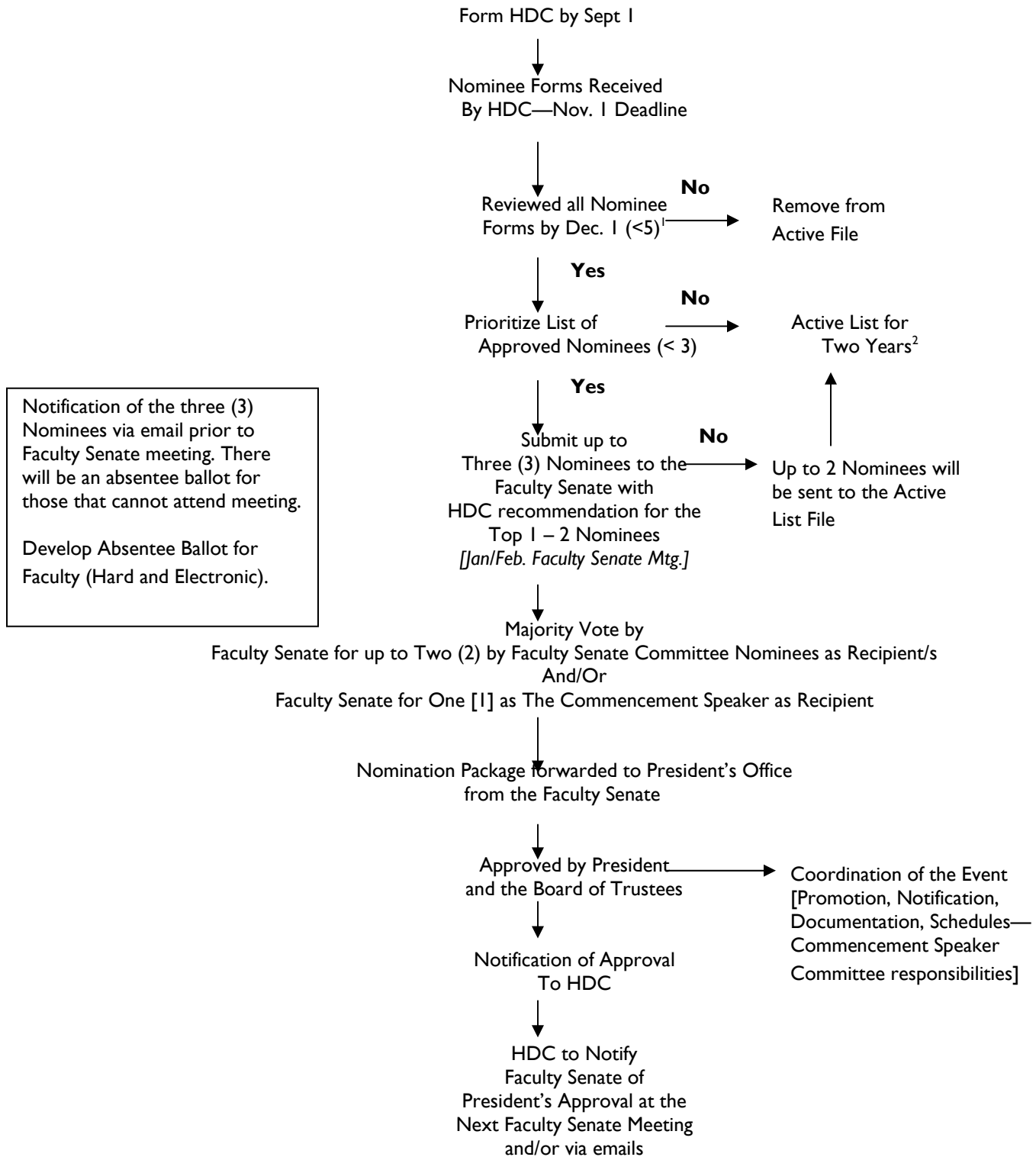
COMPANY/AGENCY, ETC.:

POSITION:

YEARS WITH CURRENT EMPLOYMENT:

SUPPORT STATEMENT FOR HONAREE TO FACULTY SENATE AND COLLEGE PRESIDENT:

FLOWCHART OF FACULTY SENATE HONORARY DEGREE COMMITTEE PROCESSES



¹ Number indicates the number of potential candidates for consideration

² The Nominees who were not selected by HDC from the Priority List will be filed in the “Active” File for two (2) years