

NNMC FACULTY SENATE POLICY AND PROCEDURES ON HONORARY DEGREES

The Board of Regents of Northern New Mexico College authorizes the awarding of honorary degrees to recognize individuals who have benefited the institution or society through outstanding achievements or leadership. This policy provides procedures for nomination and consideration of candidates for honorary degrees. NNMC shall adhere to the policy as set forth in these procedures.

- I. NNMC may award up to one honorary degree each year, at the end of the Spring semester.
 1. College employees shall not be eligible for nomination during their employment. In addition elected officials and NNMC regents shall not be eligible for nomination prior to completion of their terms of service. Current and retired members of the Faculty are not normally considered. Honorary Associates and Bachelors degrees may be awarded.

- II. Procedures for nomination shall contain the following:
 - A. The Honors Committee shall be comprised of faculty who volunteer to serve on the committee. The chair of the committee is appointed by the President of the Faculty Senate.
 - B. The Honors Committee will receive and screen nominations and recommend candidates to the Faculty Senate.
 - C. The process for nominating candidates and nomination form will be posted online in the College's website. To be considered for the current academic year, nominations should be received by October 1st. Nominations should be sent to the Chair of the Committee using the nomination form. The selected nominees will be notified via email. Once the nominees are selected, the nominators will submit the following documents by November 1st. The documents to be submitted will include,
 - a. A letter from the nominator and supporting documentation detailing why the candidate is worthy of an honorary degree from NNMC.
 - b. The candidates curriculum vitae or a biographical statement
 - c. At least three letters of recommendation from three individuals.
 - d. The nominator's relationship with the candidate, including potential or perceived conflicts of interest.
 - D. The Honors Committee shall consider all complete nomination packets.
 - E. The Honors Committee shall consider individuals who have distinguished themselves in the areas of teaching, research, writing, performance in the arts or community service. Achievements of

national or international significance, or outstanding and sustained service to our state, college, or community, shall be the overriding criterion for all candidates. Financial contributions to NNMC or prior service as an elected official, shall not be a deciding factor in the nominations process.

- F. The name and supporting documents of any candidate recommended to receive an honorary degree from NNMC by at least a two-thirds vote of the members of the Honors Committee shall be submitted to the Faculty Senate for ratification of the nomination by the Senate at the regular December meeting of the Faculty Senate. A favorable, simple majority vote of the Faculty Senate will ratify the nomination.
- G. The Chair of the Honors Committee will send a letter to the nominator of any candidate not recommended by the Honors Committee. Candidates may be reconsidered upon re-nomination. Letters will be sent after the Senate has voted on the Honors Committee nomination.
 - 1. All members of the Honors Committee and Faculty Senate are required to maintain confidentiality, respecting the privacy of all candidates, both those recommended and those not recommended.
- H. Upon concurring with a recommendation by the Honors Committee, the Faculty Senate will submit the recommendation(s) to the Provost for consideration.
- I. Upon approval, the Provost will submit the recommendation to the President for consideration.
- J. Upon approval, the President will submit the recommendation(s) to the Board of Regents for consideration.
- K. The Board of Regents will make the final decision to award an honorary degree. The Board decision should occur no later than the regular Board meeting in March.
- L. Recommendations approved by the Board of Regents shall be returned to the Provost who will notify the candidate to ascertain their willingness to accept the honorary degree and their availability to attend commencement exercises in May.
 - 1. The College expects honorary degree recipients to participate fully in commencement exercises, but exceptions will be made for extenuating circumstances