

## **POLICY AND PROCEDURES TO CONFER 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 the 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.
  - A. 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 Bachelor's degrees may be awarded. The highest achieved degree by the nominee cannot be higher than an Associate's degree in any field of study.
- II. Procedures for nomination shall contain the following:
  - A. The Honors Committee shall be composed 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 will be posted online on the College's website. It is recommended that the call for nominations be announced one month prior to the submission deadline. To be considered for the current academic year, nominations, including complete application packages, should be received by November 1<sup>st</sup>. Nominations should be sent to the Chair of the Committee. All complete nominations must include:
    - a) A completed nomination form.
    - b) A letter from the nominator and supporting documentation detailing why the candidate is worthy of an honorary degree from NNMC.
    - c) The candidate's curriculum vitae or a biographical statement.
    - d) Three letters of recommendation.
    - e) The nominator's relationship with the candidate, including potential or perceived conflicts of interest.
    - f) The deadline for submitting a nomination is November 1st or the following Monday if the 1st is during the weekend.
  - 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 nomination 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.
- H. 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.
- I. Upon concurring with a recommendation by the Honors Committee, the Faculty Senate will submit their recommendation to the Provost for consideration.
- J. Upon approval, the Provost will submit their recommendation to the President for consideration.
- K. Upon approval, the President will submit their recommendation to the Board of Regents for consideration.
- L. The Board of Regents will make the final decision to award an honorary degree. The Board's decision should occur no later than the regular Board meeting in March.
- M. 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 the commencement ceremony in May.
  - a) The College expects honorary degree recipients to participate fully in the commencement ceremony, but exceptions will be made for extenuating circumstances.