



Procedure Title	Original Adoption Date	Procedure Number
Honorary Degrees Procedure	2/25/2010	PO-356
Responsible College Division/Department	Responsible College Manager Title	
President's Office	Executive Assistant	

Procedure
<p>The following procedure will be followed:</p> <ol style="list-style-type: none"> 1. Nominations are completed and submitted to the President's Office by the established mid March. 2. The nomination submission will include: <ol style="list-style-type: none"> a. Completed Nomination Form, form can be obtained from the President's Office b. Three Letters of Recommendation highlighting the following (required): <ul style="list-style-type: none"> • Professional or intellectual achievement • Contribution to career field • Contribution to community • Exemplary character and integrity • Relationship and commitment to technical education c. Nominee Publications (optional; <i>not to exceed 4 pages</i>) d. Resume (optional) e. Other Supporting Documents (optional; <i>not to exceed 3 pages</i>) 3. A Selection Committee, comprised of the Vice President of Instruction, one Dean, two faculty members, two non-instructional staff, and the Executive Assistant who chairs the committee, will review the nominations and communicate two recommendations to the President's Office. 4. The Board of Trustees will review the recommendations and select the recipient. 5. The President's Office will notify the recipient and coordinate the recognition of the award. 6. The recipient is announced and recognized during the May Commencement ceremony.

Definitions

See [Honorary Degrees Policy](#)