

# HONORARY DEGREES

## Timeline for Submission

1. The nomination packet should be sent to the Office of the Provost and VPAA (230 McFall Center). The packet must include the following:
  - a. Current vita/resume of nominee
  - b. Letters of support from at least three current or emeritus BGSU faculty members
  - c. Letter of support from the Chair of the respective department
  - d. Letter of support from the Dean of the respective college
2. The Office of the Provost will forward the nomination to the Honorary Degrees Committee (HDC) for review and approval. (*Note: The HDC is convened when there is an agenda item for review. There is no set schedule of meetings for this committee.*)
3. If the HDC approves the nomination, the Faculty Senate support staff will forward the nomination to the Senate Executive Committee (SEC) for approval to place the nomination on the agenda for the full Faculty Senate meeting. \*
4. The Faculty Senate will take a vote on the nomination. If approved, the nomination is forwarded to the Secretary to the Board of Trustees who will place the nomination on the agenda for the next Board of Trustees meeting. The nomination should be sent to the secretary at least a month in advance of the next Board meeting. \*
5. Once the nomination is approved, the Office of the Provost will notify the Vice President for University Advancement and the College Dean. The Dean or a representative should immediately contact the Administrative Secretary in the Office of the Vice President for Student Affairs (372-2774) to discuss the deadline for the next graduation ceremony. (Suggested timeframe for contacting Student Affairs is the 2<sup>nd</sup> week of March for spring commencement and the first week of November for fall commencement. It is preferred that honorary degrees not be awarded at summer commencement). The President of the University sends a congratulatory letter to the recipient as well.

\*Please refer to the following calendar link for dates of SEC, Faculty Senate and BOT meetings.

<http://www.bgsu.edu/offices/facsenate/page517.html>

### ***Honorary Degree nomination from President: (President is allocated three honorary degrees per year)***

Nomination for honorary degree is submitted via memo written on behalf of the President by a member of the Honorary Degree Committee to the Chair of the Faculty Senate Executive Committee. Documentation (one copy of support materials) for this nomination must be sent to the Faculty Senate Executive Committee for vote no later than two-three days before the next scheduled meeting of the Faculty Senate Executive Committee.