**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY**

**GUIDELINES FOR AWARDING HONORARY DOCTORAL DEGREES**

**PURPOSE:**

Other than the earned doctorate, the highest recognition the University can award is the honorary degree. An Honorary Doctorate Degree is granted to honor those who exemplify the ideals of the University through significant achievements and contributions to society. The awarding of Honorary Doctoral Degrees by the University is an extension of its role as a unique institution in our society devoted to the discovery, transmission, and preservation of knowledge.

**CRITERIA:**

Florida A&M University (FAMU) wishes to recognize individuals by awarding special honors to those persons who have achieved outstanding original and creative accomplishments in the following areas: arts, letters, and sciences; unusual and fruitful service to humanity; a distinguished career in humanitarian endeavors that advance the value and worth of human existence; and/or exemplified leadership in improving the quality of life, in furthering human relationships, or assisting in the advancement of knowledge. Honorary doctoral degrees are awarded for sustained achievement. A single accomplishment shall not be the sole or principal cause for the awarding of an honorary degree.

FAMU is a public university, the University's policy is that current, elected or appointed officials of the State of Florida or the Federal Government to whom the University is directly or indirectly answerable to are ineligible for honorary doctoral degrees. Faculty members, officers, and employees of the University or other state universities in Florida are also ineligible. The University may grant no more than one honorary degree to an individual. All matters related to the Honorary Doctoral Degree is subject to the Sunshine State Law.

**PUBLIC RECOGNITION:**

The Honorary Doctoral Degree shall be awarded at a public ceremony. FAMU may award more than one Honorary Doctoral Degree at each of its commencement ceremonies. Special seating shall be made available for the degree recipient and members of their family and close friends. The President of the Faculty Senate shall hood honorees.

**FAMU PROCEDURES FOR HONORARY DEGREE NOMINATIONS:**

1. Candidates for honorary degrees may be nominated by any member or group such as departments, colleges, schools, and committees of the FAMU community, or by any prominent individual who is knowledgeable in the candidate's field of expertise and who is in a position to judge the candidate's contributions and achievements.

2. A current FAMU employee is not eligible for nomination. FAMU is a public university, the University's policy is that current elected or appointed officials of the State of Florida or the Federal Government to whom the University is directly or indirectly answerable are ineligible for honorary doctoral degrees. Faculty members, officers, and employees of the University or other state universities in Florida are also ineligible.

3. Florida A&M University may grant **no more than one** honorary degree to an individual. All matters related to the Honorary Doctoral Degree is subject to the Sunshine State Law.

4. Inasmuch as the degrees conferred relate to one of the University disciplines and indicate distinguished accomplishment to those disciplines, the nomination should originate from, or have the endorsement of, the appropriate FAMU academic area.

5. All nominators (whether from the University proper or the FAMU community at large) must submit documentation specifying the nominee's qualifications for being selected as a degree recipient to the appropriate division head or department chair or director of institute and dean of that school/college, i.e., relevant to the degree sought. Documentation **must** include:

* A brief letter of nomination summarizing the candidate's qualifications, the honorary degree sought, and certifying the support of the appropriate academic area.
* Letters of recommendations from Florida A&M University academic area (faculty/administrator) and from professionally distinguished individuals outside FAMU who are prominent in the candidate's field (2 minimum; 5 maximum). Comments: It is the nominator's responsibility to obtain letters of recommendation from both Florida A&M University academic area (faculty/administrator) and from professionally distinguished individuals outside Florida A&M University who are prominent in the candidate's field by [Fall deadline, Spring deadline, and Summer deadline].
* Current curriculum vitae of the nominee, including details of the nominee's achievements and special recognitions.
* Other supporting materials, as needed, such as materials to highlight candidate's accomplishments, i.e., media coverage, news articles, critical reviews, patents, review of scholarly work, testimonies, description of awards **(not to exceed 10 pages).**

**NOMINATION DEADLINES:**

6. The nomination deadline for honorary doctoral degrees is **on or before 5 pm on the last Friday in September** for the Fall commencement and **on or before 5 pm on the last Friday in February** for the Spring commencement. The nomination deadline for honorary doctoral degrees is **on or before 5 pm on the last Friday in May** for the Summer commencement.

7. Nomination shall indicate the formal honorary degree/title sought (e.g., Doctor of Humane Letters). The title of diploma shall include the letters “Honoris Causa,” Florida A&M University awards the following honorary degrees:

|  |  |
| --- | --- |
| **DOCTORAL TITLE** | **FIELD OF DISTINCTION** |
| **Doctor of Humane letters (DHL)** | Cultural contributions, public service, scholarly activity and distinction inn disciplines other than the fine arts, sciences, and literature. |
| **Doctor of Laws (DL)** | Public service-for recipients who possess earned law degrees only |
| **Doctor of Science (DS)** | Science, Mathematics |
| **Doctor of Fine Arts (DFA)** | Art, Architecture, Theatre |

8. Once all materials have been collected, the Office of Academic Affairs will notify the University President and Faculty Senate President of nominations. The Honorary Doctoral Degree Committee (HDDC), a standing committee of the Faculty Senate, shall be responsible for the evaluation of documentation and making recommendations to the Faculty Senate on actions to be taken on nominations.

The HDDC shall evaluate each candidate based on the given procedure and criteria. For nominees in the areas of scholarship or the creative arts, the appropriate authorities on campus will generally be consulted before a recommendation is finalized. Recommendations of the committee shall be submitted by the Chair, in writing, to the President of the Faculty Senate by the date set in the academic calendar. Once the Faculty Senate Steering Committee puts the Honorary Doctoral Degree on the Senate’s agenda, a copy of the supporting documentation will be provided to the full Faculty Senate prior to the meeting and voting. The Chair of the HDDC or designee shall present recommendations to the Faculty Senate. Once presented and voted on by the Faculty Senate, the President of the Faculty Senate will send the recommendations to the Provost and Vice President for Academic Affairs. The Provost may make any comments deemed necessary and send the recommendations to the President of the University. If a candidate is not recommended for approval, they shall not be awarded the degree. In cases where recommendations are not approved, the Office of Academic Affairs shall inform the individual(s) who made the nomination of the decision. The University President will review the recommendations and make any comments deemed necessary. Once the President does the final reviews, the President shall forward the recommendations(s) to the Florida A&M University Board of Trustees for approval or disapproval by the appropriate deadline established. The Assistant Corporate Secretary shall prepare the item for the Board of Trustees meeting. If the Board of Trustees approves the recommendation, the Provost will inform the recipient, by a letter, of his/her honor. The Office of Academic Affairs will inform the Office of University Relations and the Commencement Committee to make the necessary arrangements. The Office of University Relations, in coordination with the Commencement Committee, shall develop a biographical sketch for each approved honoree and ensure that the information is placed in the Commencement program.

In addition, the Office of University Relations in concert with the Commencement Committee shall also, alert the appropriate individuals responsible for ordering the academic regalia and certificates, and for making logistical arrangements (travel and hotel accommodations) regarding the honorees’ attendance at the ceremony. If an Honorary Doctoral Degree recipient is unable to accept the award at the time approved, the degree may be conferred in the next year without re-approval.

Once the degree has been conferred, the names of the recipient(s) shall remain on file in the Office of the President and Office of Academic Affairs. No award will be considered final and official until it has been approved by the President and accepted by the nominee and formally conferred by the President of the University.

9. Nominations for honorary degrees are to be conferred at the fall, spring, and summer commencement ceremonies.

**CRITERIA:**

To guide its work, Honorary Doctoral Degree Committee, HDDC, a standing committee of the Faculty Senate has adopted the following criteria for reviewing nominations:

* *Evidence of Distinction* with sustained, meritorious activity in one’s field of endeavor that shows extraordinary effort or service as opposed to those normal expectations in fulfilling the requirements of such field, employment, or profession. Those activities may include but are not limited to:
	+ Scholarship
	+ Creative Arts
	+ Public Service
	+ Professional Service
	+ Education, Science, and Mathematics
	+ Business, Industry, and Labor
* *Evidence of Distinction* in harmony with the purposes, values, and ideals esteemed by the University.
* *Evidence of Distinction* through special humanitarian contribution to society at large, the University, and the community.
* *Connection with* *Florida A&M University.*
* *Sustained years of service in the above applicable areas.*
* *Evidence of Distinction shall entail substantive documentation of the nominee’s outstanding achievement and contribution, consistent with the intent of the honorary doctorate degree.*

**Checklist for HONORARY DEGREE Nomination**

\_\_\_\_Notification of Nomination Form (completed by nominator)

\_\_\_\_Checklist for Honorary Degree Nomination

**The candidate for honorary degree is nominated by: (check one)**

\_\_\_\_ Department at FAMU

\_\_\_\_ College at FAMU

\_\_\_\_ Committee at FAMU

\_\_\_\_ A prominent individual who is knowledgeable in the candidate’s field of expertise who is in a position to judge the candidate’s contribution and achievements.

\_\_\_\_ The Candidate is not a current employee at the FAMU.

**The nomination originates from, or has the endorsement of, an individual from the appropriate FAMU academic area (check one):**

\_\_\_\_ College

\_\_\_\_ School

\_\_\_\_ Institute

\_\_\_\_ Center

**The formal honorary degree/title sought:**

\_\_\_\_ Doctor of Humane Letters (DHL)

\_\_\_\_ Doctor of Laws (DL)

\_\_\_\_ Doctor of Science (DS)

\_\_\_\_ Doctor of Fine Arts (DFA)

**The following documentation needs to be included in the nomination submission:**

\_\_\_\_ A brief letter of nomination summarizing the candidate’s qualifications, the

honorary degree sought, and certifying the support of the appropriate academic

area.

\_\_\_\_ Letters of recommendations from FAMU academic area (faculty/administrator) and from professionally distinguished individuals outside FAMU who are prominent in the candidate’s field (2 minimum; 5 maximum).

\_\_\_ Curriculum vitae of the nominee including details of the nominee’s achievements and special recognitions.

\_\_\_\_The nominator has submitted documentation specifying the nominee’s qualifications for being selected as a degree recipient to the appropriate division head or department chair or director of institute and dean of that school/college, i.e., relevant to the degree sought.

\_\_\_\_ The Office of Academic Affairs will notify the University President and Faculty Senate President of nominations and shall forward the nominee’s file to the Faculty Senate by the Nomination deadline.

**Submission Format:**

\_\_\_\_ Electronic file in Portable Document Format (pdf)

**Candidate’s Contact Information:**

Telephone number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address(es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Packet Submitted by:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact

Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FLORIDA A&M UNIVERSITY**

**HONORARY DOCTORAL DEGREE**

**NOMINATION FORM**

The purpose of this form is to nominate those individuals who exemplify the ideals of the University through significant achievement and contribution to society.

**Personal Data on Nominee**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honorary Doctoral Degree Desired**

Doctor of Humane Letters (DHL) \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Doctor of Laws (DL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor of Science (DS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor of Fine Arts (DFA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Honorary Doctoral Degrees and Institutions**

**Education**

Undergraduate Education**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Master’s degree **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Earned Doctoral Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Experience**

Please provide a biographical essay, resume and other supporting documentation.

**Person Completing Nomination Form:**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MI**: \_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX/E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_