



## Honorary Degree Policy

**Policy Title:** Honorary Degree Policy

**Policy Type:** Administrative

**Policy Number:** # 30-01 (2014)

**Approval Date:** 01/13/2015

**Responsible Office:** Provost and Vice President for Academic Affairs, Office of the

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Community

### POLICY STATEMENT

Norfolk State University has the authority to recognize individuals who have made outstanding achievements and contributions to the institution, to the Commonwealth, to an academic field or to society by the awarding of an honorary degree. Other than the earned doctorate, it is one of the highest recognitions the University can bestow on an individual and as such, it is not given lightly and relatively few are given.

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## **DEFINITIONS**

**Honorary Degree:** a way of honoring individuals for distinguished service, scholarship, and other accomplishments in the service of humanity, whether in scientific, social, academic, creative, business, public, or other appropriate spheres.

## **CONTACT(S)**

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Vice Provost.

## **STAKEHOLDER(S)**

Constituents of the University who have made significant contributions to the university and the community at large.

## **HONORARY DEGREE: POLICY CONTENTS**

Honorary degrees are awarded for sustained achievement of lasting significance and value, and not for a single accomplishment. The recipient of an honorary degree will forever be associated with the institution; therefore, honorary degree recipients should be individuals:

1. Who reflect the high ideals of Norfolk State University
2. Who exemplify the concept of excellence, service and integrity, and
3. Whose lives will inspire others and be exemplary of the University's aspirations for its graduates.

Nominees may be individuals recognized for distinguished service, scholarship, and other accomplishments in the service of humanity, whether in scientific, social, academic, creative, business, public, or other appropriate spheres. The authority to confer the Honorary Degree rests with the Board of Visitors, as recommended by the University President, but various constituents are free to nominate suitable, deserving candidates for consideration and screening.

## **PROCEDURES**

The Honorary Degree Committee is responsible for the initial screening of nominees for the honorary degree. The committee is a university committee duly authorized by the Faculty Senate. It shall consist of no fewer than four persons. The chairperson of the Faculty Senate shall designate the chair of the Committee.

### I. Honorary Degree Committee

The nomination and the deliberation process will be conducted with the strictest confidentiality.

The Committee shall recommend candidate(s) to the University President.

The President may support, alter or reject the list of names. When the President is satisfied with the list, it is transmitted to the Academic Affairs Committee of the Board of Visitors.

The list of nominees will be subject to final approval by the full Board of Visitors.

### II. Timeline for Honorary Degree Nominations

NOTE: The appointment of the Honorary Degree Committee by the Faculty Senate must be made by August of each calendar year. Service of the Committee is a two year appointment.

TIMELINE	CALENDAR	
	May Graduation	December Graduation
Memorandum to campus community from the Provost and Vice President for Academic Affairs requesting <i>official</i> nominations	September 15	February 28
Nominations with supporting material due in the Office of Provost and Vice President for Academic Affairs	October 1	March 15
List of nominees with supporting material forwarded to the Honorary Degree Committee for screening	October 15	March 30
List of recommendations sent to the President by the Office of the Provost and Vice President for Academic Affairs	November 1	April 15
Presentation of nominee to the Board of Visitors by the President	December	May

### III. Limitations

1. The University shall not grant an honorary degree to current members of the faculty, administration, Board of Visitors, administrators of the State Council of Higher Education for Virginia.
2. An honorary degree may not be awarded in absence of the prospective recipient.

3. An honorary degree may not be awarded posthumously.
4. The honorary degree may only be conferred at Fall or Spring Commencement Exercises.

## **PUBLICATION**

This policy will be published in the NSU Policy Library on the University website as required by BOV Policy # 01 (2014) Creating and Maintaining Policies.

1. Communicate this policy in writing, electronically to the University Community and the community at large.
2. Provide this policy to all appropriate external audiences

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/16/2021
- Approval by, date, President, 01/13/2015
- Revision History: April 16, 2018
- Supersedes: The previous policy 30.001 Honorary Degree Policy

## **RELATED DOCUMENTS**

*Honorary Degree Procedures (Link to be developed as follows:*

<https://portal.nsu.edu/SiteDirectory/provostcabinet/Shared%20Documents/Honorary%20Degree%20Procedures--AP30.01.docx> )

## **FORMS**

*There are no forms associated with this policy and procedures.*