

Authority:

President's Signature: Signature on File

SECTION 1: Purpose and Scope

- 1.1 **Purpose.** This Procedure sets forth the following standards and process for granting honorary degrees.
- 1.2 **Scope.** This Procedure applies to all members of the University Community involved in the nomination or selection of Candidates for honorary degrees.

SECTION 2: Committee

- 2.1 There shall be a Standing Committee of the University entitled The Honorary Degrees and Recognition Committee.
 - 2.1.1 The Honorary Degrees and Recognition Committee shall be composed of a member of the faculty, elected by the Faculty Senate for a three-year term; a member of the student body, elected by the Student Government for a one-year term; the Vice President of External Affairs or designee; a member of the staff of the University, elected by the Staff Council for a three-year term; and the Provost, who would serve as Chairperson of the Committee.
 - 2.1.2 The Honorary Degrees and Recognition Committee shall receive nominations for Honorary Degrees and other Recognitions, according to established guidelines and criteria, from friends and alumni of the University, the University Board of Governors, the faculty and administration of the University, the Alumni Association, and other appropriate constituencies of the University. Members of the Honorary Degrees and Recognition Committee may also submit nominations. Nominations should be sent in writing to the Chairperson of the Committee. The nominator is responsible for preparing and submitting a portfolio to support the letter of nomination.
 - 2.1.3 The Committee will meet each semester to review and evaluate the nominations for Honorary Degrees and other Recognitions and shall determine the viability of nominations they have received.
 - 2.1.4 The Committee will recommend to the President of the University for his/her approval or rejection; one or more names of persons who the Committee determines should receive an Honorary Degree or other recognition; the reasons for which this person(s) is to be recognized and the type of award that would be most appropriate.

- 2.1.5 If the President is not in agreement with the recommendations submitted by the Committee he/she will veto the choices. If the Board of Governors is not in agreement with the recommendations submitted by the President, it may veto the choice.
- 2.1.6 After approval by the Board of Governors the President will forward the Committees recommendation to the Higher Education Policy Commission. Such notification will include the reasons for the recognitions and the type of award that is being given.

SECTION 3: Selection Criteria

- 3.1 The following are the general criteria by which selection is to be made. These criteria may be changed only by approval of three-fourths of the Honorary Degrees and Recognition Committee. It is not necessary for a nominee to meet all criteria, but these criteria are to be used as guidelines for making nominations.
 - 3.1.1 A notable person; one who has gained some degree of honor either in professional or in humanitarian endeavors.
 - 3.1.2 A person who has a proven commitment to service.
 - 3.1.3 A person who has demonstrated appreciation for or accomplishments in an area of scholarship.
 - 3.1.4 A person who could be a role model for students.
 - 3.1.5 Other factors which may be considered; publications, formal education, membership in professional or academic societies, offices held, service to the State of West Virginia, and contributions to the mission and goals of West Liberty University.

SECTION 4: Recognition

- 4.1 Recognition recommended by the Honorary Degrees and Recognition Committee shall be in accordance with the following guidelines:
 - 4.1.1 In order to name or rename a building or organizational unit of the University, institutional policy regulating such matters provides guidelines and criteria.
 - 4.1.2 Certificates or other symbols of recognition may be awarded in compliance with guidelines and criteria of the Honorary Degrees and Recognition Committee.

- 4.1.3 The naming of any subunit of the University in honor of an individual must be done in compliance with guidelines and criteria of the Honorary Degrees and Recognitions Committee. Should the individual to be honored have been an employee of the University, the individual may not have been employed at the institution during the three (3) previous years.

Revised: Spring 1996, 07/01/10, 9/13/19

Rescinded: 02/18/20

Reinstated: 11/22/21