



## ADMINISTRATIVE PROCEDURE

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**TITLE: Awarding of Umpqua Community College Honorary Degrees**

**ADMINISTRATIVE PROCEDURE # 4110** (Previously was 720.03)

**RELATED TO POLICY # 4110** (Previously was 720.03)

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### 1. Awards

- a. Honorary degrees are conferred at Commencement by the College President, Chair of the Board of Education, or a Board member designated by the Chair.
- b. Honorary degrees may be awarded in absentia and posthumously upon recommendation to the Board of Education by the College President.
- c. Generally the College awards no more than one honorary degree in any academic year. The College may choose to award no honorary degree in any given year.
- d. Honorary degrees are issued as one of the following:
  - i. Honorary Associate of Arts (Hon.A.A.)
  - ii. Honorary Associate of Science (Hon.A.S.)
  - iii. Honorary Associate of Applied Science (Hon.A.A.S.)
- e. The specific honorary degree awarded is appropriate to the nature of the attainment which is being recognized. The following are areas in which individuals may have made significant contributions.
  - i. *Educational Service*. Outstanding service that enhances educational opportunities for our communities or that leads to the transformational success of individuals in college.
  - ii. *Humanitarian Service*. Outstanding altruism that enriches the quality of life for others in our communities.
  - iii. *Servant Leadership*. Outstanding leadership that results in the growth and well-being of people and communities and that helps people develop and perform as highly as possible.
  - iv. *Arts and Culture*. Outstanding contributions to the arts in any form that enhances the quality of life in the area.
  - v. *Entrepreneurial Leadership*. Outstanding contributions to business/industry through innovative management or creative start-ups.

## 2. Conditions of Eligibility

- a. The nominee has made a significant, noteworthy, and lasting contribution to Umpqua Community College, and/or the nominee has made a significant, noteworthy, and lasting contribution to the community at large that directly and positively impacts the College.
- b. The nominee demonstrates personal and professional qualities that are consistent with the mission and values of Umpqua Community College and serves as an aspirational model for students.
- c. Current elected officials are not eligible.
- d. Current faculty, staff, and Board of Education members are not eligible.
- e. Faculty, staff, and Board of Education members who have been separated from the College for at least five years are eligible.
- f. Financial contributions to UCC may not be used to determine eligibility.
- g. In unusual circumstances, and when warranted and consistent with Umpqua Community College's educational mission and purposes, an exception to the conditions of eligibility may be made with the approval of the College President and the Board of Education.
- h. In unusual circumstances and when warranted an honorary degree may be revoked by a vote by the Board of Education.

## 3. Procedures for the Nomination and Selection of Honorary Degree Recipients

- a. Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the College President who consults with the Honorary Degree Advisory Committee with representatives from:
  - i. Faculty (2; 1 each from Arts and Sciences, Career and Technical Education)
  - ii. Associated Students of UCC (1)
  - iii. UCC Foundation (1)
  - iv. Academic Administration (1)
- b. Nominations for degree recipients are encouraged from any member of the College community, including students in good standing, faculty, staff, administrators, alumni, and Board of Education members. A call for nominees will be made by September 30 each year.
- c. Selection of awardees is a competitive process. Not all eligible nominees will be awarded an honorary degree.
- d. Nominations should be confidential, if possible. Not all excellent candidates can be recognized, and knowledge of a failed nomination may be embarrassing, harmful, or hurtful. If nominees are aware of their nomination, they should understand that the process is competitive, is limited in the number of awards,

- and that the nomination does not assure an award even though the nominee may have outstanding qualifications.
- e. Nominations are submitted to the Office of the President and include the nominee's résumé or curriculum vitae and a completed nomination form (available online).
  - f. Nominations must be submitted to the College President no later than December 15 of each year.
  - g. The Honorary Degree Advisory Committee reviews all nominations received by the deadline, evaluates the nominations against established criteria, and makes recommendations to the College President. Generally, the Honorary Degree Advisory Committee reviews nominations in January and makes a recommendation to the College President no later than February 10.
  - h. The College President makes a recommendation to the Umpqua Community College Board of Education for review and consideration at its March meeting.
  - i. The College President (or the President's designee) notifies the recipient of their honorary degree award and extends an invitation to receive their awards as part of the Commencement ceremony in June.

**RESPONSIBILITY:**

The President is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 4/3/2018 by CC**

**DATE(S) OF REVISION: 5/28/2019 by CC**

**DATE(S) OF PRIOR REVIEW:**