

<b>Volume A2:</b> Academics	<b>A2.03.2</b> <b>Honorary Degrees</b>  <b>Effective Date:</b> 12/07/2011 <b>Last Revision:</b> 08/27/2013	<b>Responsible Office:</b> Office of the President
<b>Chapter 03:</b> General		<b>Responsible Officer:</b> President of the University

## POLICY STATEMENT

Honorary degrees may be awarded by the Northeastern Illinois University (NEIU) Board of Trustees to persons who have achieved a record of major distinction at the state, national, and/or international level in such areas as education, public service, research, humanities, business, or the professions, particularly in a way that supports or is consistent with the NEIU mission. In exceptional circumstances, honorary degrees may be awarded to persons who, though they have not achieved national or statewide recognition, have made an especially outstanding and significant contribution to the University or higher education.

## PURPOSE OF THE POLICY

The purpose is to outline the eligibility, frequency, and procedure for granting honorary degrees. The University grants these degrees occasionally and, in keeping with the University value of integrity, this policy standardizes the process.

## WHO IS AFFECTED BY THIS POLICY

The University Community and honorary degree nominees

## REGULATIONS

1. Honorary degrees may be awarded each year. No more than one honorary degree will be conferred at each commencement.
2. Persons currently holding elective or appointive positions in State of Illinois governmental agencies and members/employees of the NEIU Board of Trustees are ineligible to receive an honorary degree.
3. Faculty, staff, and students are ineligible for honorary degrees while employed or enrolled at NEIU.
4. Only NEIU faculty, staff, and students may submit honorary degree nominations and the Honorary Degree Committee will invite nominations from these individuals. Candidates may not self-nominate.
5. Honorary degrees may not be awarded *in absentia*, and candidates must agree to participate in ceremonies/activities associated with the award of the honorary degree prior to final candidate approval.
6. Honorary degrees are awarded by approval of the Board of Trustees upon recommendation of the University President. Prior to requesting Board approval, the President shall submit to the Board written information concerning the candidate's achievements. Unless the Board approves an exception, approval of candidates must be obtained at least two months prior to the award of the degree.
7. All Honorary Degree Committee members agree to hold all nominations and the evaluation process in strict confidence. Individuals under consideration for an honorary degree must not be informed of their candidacy until contacted by the University President or his/her designee.
8. All nominations and supporting documents are considered strictly confidential and are not subject to disclosure. All documents will be housed in the Office of the President.

## PROCEDURES

### HONORARY DEGREE COMMITTEE

The President will make a general call for nominations of individuals to serve on the Honorary Degree Committee (HDC). This standing committee will consist of:

1. Three faculty members from the College of Arts and Sciences:
  - A. One representing the Fine/Performing Arts and Humanities disciplines
  - B. One representing the Social Science disciplines
  - C. One representing the Math and Natural/Physical Science Disciplines
2. Two faculty members representing the College of Education
3. One faculty member representing the College of Business
4. One member from the Office of Institutional Advancement
5. Two staff members:
  - A. One representing the Administrative and Professional Staff
  - B. One representing the Civil Service Staff
6. One student from the Student Government Association

HDC members will serve for two-year terms except that half of the first appointees will serve only a one-year term so that the HDC maintains a continuing membership. The President will appoint a Chair from the standing HDC. After screening nominations, the HDC will make recommendations to the President for candidates to receive either The Doctor of Human Letters (L.H.D.) or the Doctor of Laws (LL.D.).

### NOMINATION PROCESS

The Nomination Process is as follows:

1. The nominator compiles and submits the following materials:
  - A. Biographical information on the nominee, including:
    - i. Full name and date of birth
    - ii. Degrees received and granting institutions
    - iii. Experiences and career history as relevant to the nominating criteria
    - iv. Awards, memberships, and achievements of note
    - v. Bibliography of major works
    - vi. Other information as relevant
  - B. A detailed narrative outlining the significance of the nominee's achievements as they relate to the honorary degree criteria, and their particular significance to NEIU's mission and values.
2. Nominees who are not awarded honorary degrees will have their names held in the candidate pool for a period of three years from the time of their first nomination.

## GUIDELINES

Note that amassing nomination material in its entirety may be difficult since confidentiality requires a candidate not be informed of his/her nomination. However, as complete a dossier as possible should be submitted.

## AUTHOR REFERENCE

Northeastern Illinois University Honorary Degree Policy and Procedure, as approved by the NEIU President's Council on 27 May 2009.

## HISTORY

08/27/2013 – Revised; revised policy code number  
N/A



## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Office of the President	(773) 442-5400	

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.