AAC administrative procedures
related to the solicitation of Honorary Degree Candidates

PURPOSE:

The following administrative procedure is intended to define the process for solicitation of Honorary Degree Candidates from the Pratt community as well as procedures related to the administration of the process. It is not intended to alter the existing authorities with regard to final selection of possible candidates nor criteria used in the selection of recipients, which shall remain the purview of the Academic Affairs Committee of the Board of Trustees.

The hope is to create an "Approved Candidate Pool" with a sufficient number of fully vetted individuals to allow for appropriate and timely arrangements.

ADMINISTRATION:

The AAC will maintain two clearly segregated groups of individuals under consideration, specifically:

Community/Committee Nominees:

This group shall be constituted of officially nominated individuals for consideration by the AAC as possible nominees for an Honorary Degree. This group shall serve as the basis for consideration of possible candidates for honorary degrees by the AAC.

This group shall be annually reconstituted through the processes outlined under timelines below. Nominees will not be carried-over between academic years, but individuals may be re-nominated in subsequent academic years. There is no limitation to the number of times an individual may appear as a nominee.

It is understood that confidentially must be maintained with regard to individuals in this group, and individuals should not be informed of their nomination.

Approved Candidate Pool:

This group shall be made up of nominees approved by the AAC for receipt of an honorary doctorate degree. They shall be referred to as candidates. The AAC shall maintain a listing of all candidates in this approved pool, along with the date of approval.

Candidates will remain a part of this Approved Candidate Pool until either:
1. They receive an honorary degree, or
2. They express a firm rejection of the invitation, as indicated by the Office of Development, or

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3. They are removed from the pool by vote of the AAC, or
4. Three complete fiscal years have elapsed since they were added to this pool.

The Office of Public Programs, working with the President, may approach candidates in this pool as they deem appropriate concerning acceptance of the degree and any accommodations which might be necessary. These accommodations may include award of the degree at venues other than the annual commencement ceremonies.

TIMELINES AND PROCESS:

- In the first week of September of each academic year, the AAC shall request that each of the following units consider providing up to six (6) nominees, along with their biographies and a rational for inclusion as a Community/Committee Nominee.
    - Academic Senate
    - Student Government Association (through the Vice President of Student Affairs)
    - Provost's Council/Chairs' Council
    - Office of Development (through the VP of Development)
  - The Academic Affairs Committee may annually choose to add up to six additional nominees to the Community/Committee Nominees Pool.
  - The intention is to insure that nominations come from a cross-section of the community, including faculty, students, administrators, alumni, and the board.
  - Each unit shall determine its own process for making nominations and criteria for selection.
- Nominees will be due to the AAC by the last Friday of September each academic year. These individuals become "**Community/Committee Nominees**".
- The AAC will consider this pool in each academic year.
  - The AAC may continue to vet nominees in this pool through the following April. The intention is to make the process a continuous one, instead of a "batch" process.
- When a nominee is approved as a candidate by the AAC, they are added to the "**Approved Candidate Pool**" and are eligible to receive an honorary degree.
- This "**Approved Candidate Pool**" shall be annually updated by the AAC and supplied to the Office of Development no later than by May 1st of each AY.
- The "**Community/Committee Nominees**" list shall be cleared of all nominees on May 1st of each year, and reconstituted as described above the following October.

The internal process of nomination shall be managed for the Academic Affairs Committee by the Office of the Provost.

END OF PROCEDURE