

GUIDELINES FOR THE AWARDING OF HONORARY DEGREES

Chancellor's Office Notice

Fall 2011

1. Campus presidents will be notified when a trustee submits a nomination for conferral at that campus. Presidents will advise the Chancellor of any concerns before the name is forwarded to the Trustee Subcommittee on Honorary Degrees for review.
2. The Chancellor's Office will reimburse campus hood and regalia costs for trustee-nominated honorees. Costs associated with campus-nominated honorees will be the responsibility of the campus.
3. Please maintain the confidentiality required in the processes of selecting, nominating, reviewing, and affirming honorees. No campus representatives shall make contact with a prospective nominee to discuss the possibility of a nomination. Only after the Chancellor officially informs the campus of trustee action may the campus discuss the honorary degree with the honoree.

GUIDELINES FOR THE AWARDING OF HONORARY DEGREES THE CALIFORNIA STATE UNIVERSITY

Approved by the Board of Trustees on January 24, 1996

I. Policy

- A. Honorary Degrees shall be awarded by the California State University, but only at the doctoral level.
- B. All honorary degrees shall be conferred by the Board of Trustees of the California State University, in the name of the California State University or in the names of the California State University and a campus.
- C. The Board of Trustees shall determine the number of honorary degrees to be awarded in any academic year. Normally, the Board will consider no more than two recommendations from each campus in an academic year, plus additional recommendations which may be submitted by or through Board members and the Chancellor during the same period.
- D. The following categories of honorary degrees shall be recognized for conferral by the Board of Trustees:
 1. Doctor of Fine Arts (D.F.A.)
 2. Doctor of Humane Letters (L.H.D.)
 3. Doctor of Laws (LL.D.)
 4. Doctor of Letters (Litt.D.)
 5. Doctor of Science (Sc.D.)

Other categories may be proposed to the Board for consideration; however, the Board will not authorize degree designations which normally are identified as earned doctorates.

II. Purposes for Which Honorary Degrees May Be Conferred

- A. To recognize excellence and extraordinary achievement in significant areas of human endeavor, within which are embodied the objectives and ideals of the California State University.
- B. To honor meritorious and outstanding service to the California State University, collectively, or to its campuses, individually; to the State of California; to the United States; or to humanity at large.
- C. To recognize men and women whose lives and significant achievements should serve as examples of the California State University's aspirations for its diverse student body.

III. Criteria for the Awarding of Honorary Degrees

- A. Honorary degrees may be awarded to recognize achievements in all parts of the world. Honorary degrees awarded should represent an appropriate balance between local and non-local, and academic and non-academic recipients, and should represent a wide diversity of fields of endeavor.
- B. Nominees for honorary degrees must be distinguished in their respective fields, and the eminence of persons nominated must be widely recognized. Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education, and with the highest ideals of the person's chosen fields.
- C. Service or benefaction to the University do not in themselves justify the awarding of honorary degrees. However, nothing in these criteria shall preclude nominees who are benefactors of the California State University.

IV. Limitations on Eligibility

Honorary degrees shall not be awarded to:

- A. Incumbent members of the Board of Trustees of the California State University
- B. The incumbent Chancellor of the California State University
- C. Incumbent campus Presidents of the California State University
- D. A person who already has been awarded an honorary degree by the California State University
- E. All incumbent elected officials.

V. Procedures for Selecting Honorary Degree Recipients

In all steps of these procedures, utmost care is to be taken to ensure confidentiality. A breach of confidentiality could seriously embarrass the California State University and those individuals under consideration for the receipt of an honorary degree.

- A. Recommendations of persons to receive honorary degrees are encouraged from any member of the California State University community, including Trustees, the Chancellor, Presidents, faculty, students, administrative staff, alumni, campus Advisory Board members and other friends of the California State University. Such

recommendations may include the category of honorary degrees believed appropriate (see paragraph I.D.).

- B. Recommendations originating in any of the campus communities shall be submitted through the campus President. The submission shall note whether the degree is to be conferred only in the name of the California State University or in the names of the California State University and the campus. Recommendations originating elsewhere within the California State University community at large shall be submitted through the Chancellor.
- C. Each campus President, after consultation with the Executive Committee of the campus Senate, shall establish a committee, including faculty representation, to review recommendations and to assist in the development and compilation of materials in support of nominations to be forwarded. Following appropriate consultation with this committee, the President shall select no more than two nominations to be forwarded to the Chancellor in any given academic year.
- D. The Chancellor, in turn, shall forward all nominations, with appropriate comments, as desired, to a separately constituted Subcommittee on Honorary Degrees of the Committee on Educational Policy, according to a schedule to be established by the Board.
- E. The Subcommittee on Honorary Degrees shall be chaired by a member of the Committee on Educational Policy who shall be named by the Chair of that Committee. The Subcommittee shall be comprised of:
 - 1. One additional Trustee (other than the Chair of the Subcommittee) to be named by the Chair of the Board
 - 2. The Chancellor or designee
 - 3. Two Presidents, to be named by the Chancellor
 - 4. The following representatives, to be appointed by the Chancellor following consultation with the respective agencies shown in parentheses:
 - a. Two faculty (the Academic Senate, CSU)
 - b. One alumnus (California State University Alumni Council)
 - c. One student (California State Student Association)
- F. The Subcommittee on Honorary Degrees, meeting in executive session, shall review all nominations received, and shall forward to the full Committee on Educational Policy each nomination with the Subcommittee's notation of "recommended" or "not recommended," using the policies and criteria set forth in these Guidelines as the basis for the Subcommittee's determinations.
- G. The full Committee on Educational Policy, following similar procedures, shall forward to the full Board for final consideration no more than two nominations per campus and those nominations originating with the Board and/or the Chancellor, indicating in each case the full Committee's determination of "recommended" or "not recommended."

- H. The Board of Trustees, meeting in executive session, shall make the final determination in each case, and will, by virtue of its exclusive authority in this matter, “award” the degree in the category it considers most appropriate.

VI. Conferral of Degrees

- A. Honorary degrees may be conferred during any California State University function that the Board of Trustees considers appropriate.
- B. Normally, if the degree is to be conferred only in the name of the California State University, the Chair of the Board of Trustees, the Chancellor, and the campus President, where appropriate, will participate in the conferral ceremony as follows:
 - 1. When a campus is involved:
 - a. The Chair of the Board of Trustees (or designee) will read the Citation
 - b. The Chancellor, if present, or the campus President will confer the degree
 - c. The campus President (or designee) will hood the degree recipient
 - 2. When a campus is not involved:
 - a. The Chair of the Board of Trustees (or designee) will read the Citation
 - b. The Chancellor (or designee) will confer the degree
 - c. The Vice Chair of the Board of Trustees (or designee) will hood the degree recipient
- C. If the degree is to be conferred in the names of the California State University and the campus, the Chair of the Board of Trustees or designee will participate in the conferral ceremony. Usually the campus President or designee will confer the degree.