**Honorary Degree Recommendation & Review Package**

Honorary degrees have been the highest honor conferred by universities dating back to the 15th century. They are a way for universities to show the community what their values are and what is important to them. Honorary degrees are also a recognition of a person’s contributions to society or lifetime achievements in their field. Successful candidates are deemed to embody the values and culture a university is looking to foster and uphold. The sanctity of this award rests within the evaluation and selection process of the candidate.

***Directions:*** *A recommendation letter and an updated curriculum vitae describing candidate’s achievements and efforts* ***must*** *be submitted with this form.*

**Eligible Candidates**

1. Prominent alumni
2. Successful business leaders
3. Distinguished professional persons
4. Statesmen and civic leaders
5. Prominent educators
6. Distinguished persons in the arts, sciences, and humanities
7. Commencement speakers who may belong to one of the above categories

**Ineligible Candidates**

1. Present members of the Board of Regents
2. Members of the faculty or administration
3. Persons who are unable to accept the award personally
4. Large donors whose only contribution to UOG, and other causes, are financial

**Candidate Information**

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorary Degree Sought for Candidate:

[ ] Doctor of Laws, *honoris causa* (LLD)

*Awarded for outstanding scholarly achievement in law or for exceptional service to the University or the community at large.*

[ ] Doctor of Humane Letters, *honoris causa* (DHL)

*Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature.*

[ ] Doctor of Business Management, *honoris causa* (DBM)

*Awarded for outstanding achievement in business or for exceptional service to the University or the community at large.*

[ ] Master of Micronesian Traditional Knowledge

*Awarded to an indigenous expert in a field of traditional knowledge.*

*Note: Honorary Degree of Master[s] of Micronesian Traditional Knowledge will be made during Fañomnåkan Commencement exercises effective Fañomnåkan 2010. No more than one (1) such award may be made per year (BOR Resolution 10-16).*

[ ] Bachelor of Community Services

*Awarded for exceptional service to the University or the community at large.*

**Candidate’s Emergency Contact or Next of Kin Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommender’s Information**

Per policy, a recommendation must originate from a member of University of Guam’s Board of Regents, Alumni Association, Faculty Senate, Student Government Association, and/or the President.

Name of Recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of: [ ]Board of Regents

 [ ] Faculty Senate

 [ ] Student Government Association

 [ ] Alumni Association

Relationship to the Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation and Selection Process for Recommended Candidates**

1. The President’s Office sends out a notice requesting for Honorary Degree Recommendations. Recommendations letters with updated CVs are due by 5:00pm CHST on the Friday of the second week of September of the Fanuchånan (fall) semester and on the Friday of the second week of February of the Fañomnåkan (spring) semester.
2. Deans have ten (10) business days to screen and evaluate recommended candidates. Their evaluations are then sent to the President.
3. The President has five (5) business days to select individuals from the evaluated list. A President’s Selection Letter is written on why the selected candidate(s) deserve(s) an honorary degree. The President then forwards the selected candidate(s) to the Faculty Senate Standing Committee on Faculty Excellence (SCFE) for endorsement.
4. The Faculty Senate SCFE has ten (10) business days before the 3rd Monday of October (Fanuchånan Semester) or 3rd Monday of March (Fañomnåkan Semester) to respond to the President with their endorsement.
5. The President nominates endorsed individuals to the Chair of the BOR Student Affairs, Scholarships, Alumni Relations, and Honorary Degrees (SASARHD) Committee in November (Fanuchånan Semester) or April (Fañomnåkan Semester). The SASARHD Committee then recommends individuals to the full Board.
6. The full Board votes to approve nominations. A resolution is created and signed.
7. The President sends out offer letter(s) to selected candidate(s) for their acceptance.
8. The Honorary Degree is conferred to accepting candidates at Commencement.

**Honorary Degree Recommendation
and Review Forms**

1. Recommender’s Recommendation Letter Template
2. Deans' Evaluation
3. President’s Candidate Selection for Review by the Faculty Senate Standing Committee on Faculty Excellence (SCFE) for Endorsement
4. President’s Selection Letter Template
5. Faculty Senate Standing Committee on Faculty Excellence (SCFE) Endorsement
6. President’s Nomination to the BOR Student Affairs, Scholarships, Alumni Relations, and Honorary Degrees (SASARHD) Committee
7. Chair of the Student Affairs, Scholarships, Alumni Relations, and Honorary Degrees (SASARHD) Committee Recommendation to the Full Board of Regents

**Recommender’s Recommendation Letter Template**

<Recommender’s mailing address/Letterhead>

<date>

TO: Whom it may concern

FROM: <Recommender's name>

RE: Honorary Degree Recommendation for <candidate's name>

***Directions:*** *The recommendation letter is a statement of the significance of the candidate’s achievements, efforts and work as prepared by the recommender. The letter must be attached to the recommendation form for review and must be no less than 500 words and no more than 750 words. In considering a person for recommendation, reflect on the following questions and address them in your letter. Use measurable and quantifiable data in support of your recommendation whenever possible.*

1. How does the candidate show a high order of achievement, including significant or lasting contribution to a profession, discipline, or community?
2. How does the candidate possess outstanding intellectual or creative gifts?
3. How is the candidate of high reputation, character, and dedication?
4. How has the candidate made a difference in the betterment of our island, region, or nation?
5. How do you rate the candidate’s professional and/or other achievements in terms of quality and significance?
6. How do you rate the candidate's achievements in terms of duration? Is the impact life-long or more short-term?
7. How has the candidate overcome serious obstacles in attaining a record of achievement?

Attachment: Current curriculum vitae

**Deans' Evaluation**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the attached recommendation form, updated curriculum vitae, and recommendation letter, the candidate has distinguished himself/herself by making significant and lasting achievements, efforts and contributions to Guam, the region, and/or nation.

[ ] YES [ ] NO

Therefore, awarding an Honorary Degree to this candidate is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

Dean Date

Comments:

**President’s Candidate Selection for Review by the Faculty Senate Standing Committee on Faculty Excellence (SCFE) for Endorsement**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the attached recommendation form, updated curriculum vitae, recommendation letter, and Dean’s evaluation, the candidate has distinguished himself/herself by making significant and lasting achievements, efforts and contributions to Guam, the region, and/or nation.

[ ] YES [ ] NO

Therefore, this candidate is:

[ ] SELECTED FOR ENDORSEMENT [ ] NOT SELECTED FOR ENDORSEMENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

President Date

**President’s Selection Letter Template**

<date>

TO: Faculty Senate Standing Committee on Faculty Excellence (SCFE)

FROM: President (or his/her designee)

RE: Honorary Degree Selection Letter for <candidate's name>

***Directions:*** *The selection letter is a statement on why the candidate deserves an honorary degree. The letter must be 1-3 pages and must be attached to the recommendation form for review. The following are suggested questions to answer and highlight in the selection letter. Use measurable and quantifiable data in support of your selection whenever possible.*

1. How does the candidate show a high order of achievement, including significant or lasting contribution to a profession, discipline, or community?
2. How does the candidate possess outstanding intellectual or creative gifts?
3. How is the candidate of high reputation, character, and dedication?
4. How has the candidate made a difference in the betterment of our island, region, or nation?
5. How do you rate the candidate’s professional and/or other achievements in terms of quality and significance?
6. How do you rate the candidate's achievements in terms of duration? Is the impact life-long or more short-term?
7. How has the candidate overcome serious obstacles in attaining a record of achievement?

**Faculty Senate Standing Committee on Faculty Excellence (SCFE) Endorsement**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the attached recommendation form, updated curriculum vitae, recommendation letter, Deans' evaluation, and President’s selection letter, the candidate has distinguished himself/herself by making significant and lasting achievements, efforts and contributions to Guam, the region, and/or nation.

[ ] YES [ ] NO

Therefore, awarding an Honorary Degree to this candidate is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

Chair, SCFE Date

Comments:

**President’s Nomination to the BOR Student Affairs, Scholarships, Alumni Relations, and Honorary Degrees (SASARHD) Committee**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the attached recommendation form, updated curriculum vitae, recommendation letter, Dean’s evaluation, President’s selection letter, and the SCFE’s endorsement, the candidate has distinguished himself/herself by making significant and lasting achievements, efforts and contributions to Guam, the region, and/or nation.

[ ] YES [ ] NO

Therefore, awarding an Honorary Degree to this candidate is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

President Date

Comments:

**Chair of the Student Affairs, Scholarships, Alumni Relations, and Honorary Degrees (SASARHD) Committee Recommendation to the Full Board of Regents**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the attached recommendation form, updated curriculum vitae, recommendation letter, Dean’s evaluation, SCFE’s endorsement, and President’s selection letter and nomination, the candidate has distinguished himself/herself by making significant and lasting achievements, efforts and contributions to Guam, the region, and/or nation.

[ ] YES [ ] NO

Therefore, awarding an Honorary Degree to this candidate is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

Chair, SASARHD Date

Comments: