



## BOARD OF GOVERNORS

**Policy Number: CU-GA-6**

### **University Honors, Recognitions, and Awards**

#### **GENERAL**

It is a time-honored tradition for institutions of higher learning to provide university honors, awards, and recognition to celebrate and honor individuals for extraordinary contributions to learning, scholarship, and creative activity, to the university, and / or to society.

#### **PURPOSE**

This policy has been enacted to establish and define the policy and process for the granting of university honors, recognitions, and awards to individuals having great accomplishments. Customarily, such recognition is afforded to prominent alumni, professional, civic, and public affairs leaders, educators, and distinguished contributors to the arts, sciences, and humanities who also have exemplary ethical standards.

#### **SCOPE**

This policy is applicable to all university-level honors, recognition, and awards.

#### **POLICY**

It is the policy of Concord University to bestow, upon authorization of the Board of Governors, honors, recognitions, and awards on a selective basis to individuals whose extraordinary achievements have set a standard that not only distinguishes them, but also benefits the state, nation, society, Concord University, or the communities it serves.

#### **PROCESS**

Bestowing of University honors, awards, and recognition (hereinafter honors) will follow a process that includes nomination by any university constituent group member, review and vetting by an integrated University Honors Advisory Committee (UHAC), consideration and recommendation by the president, and approval by the Board of Governors.

#### **University Honors Advisory Committee**

The UHAC membership includes the Vice President of Advancement, who will serve as UHAC Chair, the Provost, the Chair of the Board's External Affairs Committee, the Director of Alumni, Chair of the Staff Council, President of the Faculty, three faculty representatives with one from each College, and the Director of Athletics. The President is an ex officio member of the committee.

All committee deliberations on honors are subject to absolute confidentiality and are conducted in closed sessions. No public or private announcements nor discussion of action taken by the UHAC is permitted. The advisory committee advances confidential recommendations to the president based upon a simple majority vote. The President is informed by, but not bound by, the committee's recommendation.

### **Criteria**

Review criteria will be published for each university level honor to determine an individual(s)' eligibility for a specific honor.

### **Awarding Honorary Degrees**

The Honorary Degree, "honoris causa", is the highest recognition that Concord University can bestow upon an individual. Consequently, the university will offer a limited number of honorary degrees to recognize exemplary service of outstanding individuals.

The awarding of an honorary degree by the Board of Governors follows a deliberative process that includes nomination of the candidate(s), review, vetting, and recommendation of qualified candidates by the UHAC to the President, and by the president to the Board via the External Affairs Committee of the Board.

Any one of the following criteria may be used to establish candidacy for an honorary degree:

- Outstanding contribution to the institution, community, state, or society.
- Outstanding achievement in a particular field of endeavor.
- Source for inspiration to its students, faculty, staff, and alumni, to excel, achieve, learn and serve.
- Potential for advancement of the educational mission, goals, and programs of the university by developing associations with persons who embody and share the university's values and aspirations.

Current faculty, staff, and Board of Governors, and elected and/or appointed officials or candidates are not eligible for consideration.

The UHAC will meet no less than three (3) months prior to commencement ceremonies to receive and review nominations with consideration of the established eligibility criteria. The Chair will acknowledge in writing all nominations received. The UHAC will complete and report any recommendations on honorary degrees to the president no less than two (2) months prior to commencement to provide time for Board consideration and action.

Any individual selected to receive an honorary degree will be notified in writing by the President. Except under extraordinary circumstances, no honorary degree is awarded *in absentia* or at a location other than on campus. If the honoree is deceased, a proxy may receive the degree on behalf of the intended honoree.

Any honorary degree approved by the Board of Governors will be reported to the Higher Education Policy Commission.

### **Awarding Emeritus Status**

Emeritus status is an honorary title that may be awarded to a retiring Board member, faculty member, or administrator for extended meritorious service to Concord University. A deliberative process to award emeritus status to retiring Concord faculty, Board members, and administrators is essential to the integrity and reputation of the University.

### **PROCESS TO AWARD EMERITUS STATUS**

#### **Eligibility**

Emeritus status may be conferred by the Board of Governors upon any retiring Board member, faculty member, or professional administrator who has served Concord University for a minimum of five years and who has demonstrated meritorious service to the institution.

A retiring faculty member of any rank is eligible to be named Faculty Emeritus. A retiring staff member, who is a member of the executive staff (cabinet and next level administrators), is eligible to be named a Professional Staff Emeritus or such other Emeritus designation as specifically approved by the Board. A retiring Board member is eligible to be named Board Member Emeritus.

#### **Nominations and Recommendation Process**

Retiring faculty, Board members, and executive staff administrators may be nominated for emeritus status by a colleague or supervisor by providing appropriate documentation of meritorious teaching, scholarship, and/or service to support the award to the retiring individual's cabinet-level administrator.

The administrator forwards the nomination and her/his recommendation to the UHAC who will make a recommendation to President. The President considers the nomination and recommendation(s) and makes a recommendation to the Board of Governors via the Executive Committee. The entire process is confidential.

#### **Award process**

Concord University Board of Governors considers the award of emeritus status in executive session and notifies the president of their decision.

The president confers the Emeritus status to the retired individual.

### **PRIVILEGES OF EMERITUS STATUS**

Those individuals holding emeritus status will be entitled to such privileges as use of the library, reduced rates for university administered functions including athletic and cultural events, special mailings, recreational facilities, and an emeritus identification card.

### **Naming, Renaming, or Memorial Recognition**

The Concord University Board of Governors is required to approve the naming, renaming or memorial recognition of structures, facilities, property (physical or intellectual), flora, and organizational units or personnel positions of or representing Concord University.

Proposals to name, rename, or memorialize (naming) shall be submitted to the UHAC. The UHAC will review the proposal and, if interested, call for a thorough character review involving any associated individuals or entities. Full disclosure of the review's findings is to accompany all proposals brought forward by the committee to the President.

### **Criteria**

Property (physical or intellectual), flora, and organizational unit or personnel position (asset) of or representing Concord University may be named for an individual, if the individual has rendered distinguished service to the institution or made a significant contribution in support of the university, particularly to the asset to be named.

A memorial may be established in remembrance of an individual or entity that had an affinity for Concord University by patrons who wish to provide support for the creation and continued maintenance of an approved memorial.

Paid advertising associated with the marketing and promotion of Concord University or any of its programs or units is outside the scope of this policy.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The President shall have primary responsibility for implementation of this policy in concert with the Provost and Office of Advancement.

### **AUTHORITY FOR INTERPRETATION**

The final authority for interpretation of this policy rests with the President.

### **REFERENCE / AUTHORITY**

Replaces BOG Policy # 6, Awarding of Honorary Degrees, BOG # 16, Faculty and Administrators Emeritus Status, and BOG # 31, Naming, Renaming, or Memorials, and so forth.

### **APPROVAL**

Effective upon adoption by the Concord University Board of Governors.

Intent to Plan Approved by Concord University Board of Governors (Board): 03/26/2019

Policy Approved by the Board: 06/04/2019

Effective Date: 06/04/2019

Date Affirmed by WVHEPC: