

UNIVERSITY OF MAINE SYSTEM

Administrative Procedures for Awarding Honorary Degrees

1. In August, the Clerk of the Board shall make available to each President a master list of all previous recipients of honorary degrees from the University of Maine System.
2. Each President shall initiate the process for developing nominations for honorary degrees and should establish campus-based procedures to develop a list of prospective nominees.
3. Supporting material for each nomination will be submitted to the Clerk of the Board during the first part of December. The President may forward more names than the number of honorary degrees the campus wishes to award. Following endorsement by the Board of Trustees, the President will make final selections based on factors such as the nominee's availability and acceptance. Material submitted for each nominee shall include:
 - a. letter of nomination;
 - b. all relevant biographical data;
 - c. description of the nominee's connection with the State of Maine or international or national prominence.
 - d. rationale for the nomination.
4. The supporting material will be reviewed by the Clerk of the Board and the Vice Chancellor for Academic Affairs.
5. The Chancellor shall submit to the Trustees, for consideration at the January meeting (one year prior to commencement), all names and supporting documentation. In extenuating circumstances, an exception to this time frame may be requested.
6. At the November Board meeting the Chancellor may submit to the Trustees names and supporting documentation to be awarded in the current year.
7. Nominees shall not be contacted prior to Board of Trustees' endorsement.
8. Once the final list of nominees has been accepted by the Trustees, the President will make inquiries as to the interest and availability of those selected for awards. The President shall extend the invitation to the nominee for institutional awards and the Chancellor for System awards.

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