**WESTERN CAROLINA UNIVERSITY**

**GUIDELINES FOR SELECTION OF NOMINEES**

**FOR HONORARY DOCTORATES**

These Western Carolina University (***University*** or ***WCU***) Guidelines for Selection of Nominees for Honorary Doctorates (***Guidelines***) have been established in accordance with "Policies and Procedures for Awarding Honorary Doctorates" adopted by the Board of Trustees of Western Carolina University (***Board***) on June 4, 1997 with a second amendment of the document on September 6, 2013.

While final authority and approval of recipients for the award of honorary doctorates from WCU is vested in the Board, responsibility for developing recommendations of prospective recipients is assigned to the Chancellor of the University.

The Chancellor will appoint a university-wide advisory committee (***Advisory*** ***Committee***) for consultation in this process. The Advisory Committee will include: one tenured faculty member from each of three colleges on a rotating basis, the Graduate Dean (or his/her designee), one representative of the administrative divisions on a rotating basis, and the president of the WCU Alumni Association (or his/her designee). In the event of a tie decision by the Advisory Committee, the chairman of the Advisory Committee will cast the tie-breaking vote. The Chancellor will serve as chair of the Committee and will ensure that the following guidelines and procedures are observed:

1. The Chancellor willdevelop and maintain a list of prospective nominees for honorary doctorates based on the Chancellor’s comprehensive knowledge of individuals whose distinctive contributions and achievements would qualify them for consideration.

2. The Chancellor may solicit suggestions of potential nominees from the university

 community and friends of the institution.

3. All nominations will stay in the file for consideration by the Committee for three (3) academic years.

4. Strictest confidentiality will be maintained throughout the entire process. At no time should a nominee be informed or learn that they are being considered for this honor unless permitted pursuant to these Guidelines.

The Committee will evaluate nominations based on the following weighting:

 Contributions to Western Carolina University = 35%

 Contributions to Western North Carolina = 30%

 Contributions to the State of North Carolina = 20%

 Contributions to the United States = 10%

Contributions, including but not limited to the international community, innovation, and
entrepreneurship = 5%

After consultation with the Advisory Committee, the Chancellor shall ask the General Counsel to initiate a background investigation including, but not limited to, a criminal background check, a financial background check, a traditional media investigation, and a social media investigation. In addition, the General Counsel shall investigate the nominee(s) with the appropriate university offices including, but not limited to, Legal Counsel Office, or its successor office or offices; WCU Human Resources and Payroll; and/or the University Police Department. The results of a background investigation, as described in this paragraph, shall be shared with the Chancellor as well as anyone that the Chancellor permits to review the results. It is expressly understood that the nominee(s) shall be informed of their status and shall be informed of the confidentiality of the process. A nominee may request in writing that their nomination not proceed.

 Upon receipt of the results of the background investigation, the Chancellor will prepare and present recommendations, including the commencement or ceremonial event for which the presentation is intended, for review and action by the Administration, Governance, and Trusteeship Committee (***AGT Committee***) of the Board.

The AGT Committee will review the Chancellor's recommendations and subsequently present its recommendations to the full Board.

The AGT Committee will review these guidelines periodically and, consistent with established policy, may alter or revise them as it may determine appropriate.

Updated March 6, 2020

**CONFIDENTIAL**

**WESTERN CAROLINA UNIVERSITY**

**HONORARY DOCTORAL DEGREE NOMINATIONS**

Western Carolina University confers honorary doctoral degrees on individuals for exceptional and distinctive service to the institution, the region, state or nation in recognition of contributions through scholarship, humanitarian service, public affairs, the professions, creative arts, or other endeavors related to and valued by the institution.

No person will be eligible for consideration as a recipient while serving as a member of the Board of Governors of The University of North Carolina or of the Board of Trustees of any of its constituent institutions or as a member of the faculty, staff, or administration of The University of North Carolina or of any of its constituent institutions; no person will be eligible for consideration while that person is serving as an elected or appointed official of The State of North Carolina and no person in any of these positions will be eligible for consideration until one year has passed from the termination of service in such a position.

Strictest confidentiality will be maintained throughout the entire process. At no time should a nominee be informed or learn that they are being considered for this honor unless permitted pursuant to the Guidelines.

Honorary doctoral degrees will be awarded at the regularly scheduled commencement ceremonies of WCU. Recipients or, in the case of posthumous degrees, a representative of the recipient must be present to receive the degree.

Nominations should be addressed to the Office of the Chancellor, 501 HFR Building for review by an advisory committee of tenured faculty and administration members appointed by the Chancellor. The Chancellor will forward his/her recommendations, including the specific degrees to be awarded, to the Trustees’ Administration, Governance, and Trusteeship Committee which, in turn, will present its recommendations to the full Board of Trustees for final approval.

**Nominations must be received by Wednesday, October 30th.**

NOMINATION: Please provide basic information below and attach a Curriculum Vitae or other appropriate biographical information (e.g., Who’s Who, or other published citations.) Use additional pages as needed. Letters of recommendation and other supporting documents are welcome, but not required.

DATE:  **\_\_\_\_**

NOMINEE:  NOMINATED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:  ADDRESS:  **\_\_\_\_**

TELEPHONE:  TELEPHONE:  **\_**

(1) FIELD(S) OF ACHIEVEMENT:

 (2) AFFILIATION WITH WESTERN CAROLINA UNIVERSITY, IF ANY: (e.g., alum, former faculty, etc.)

(3) ACCOMPLISHMENTS WITH HIGH DISTINCTION WHICH MERIT HONORARY DEGREE: (exceptional and distinctive service to Western Carolina University, the region, the state, or the nation in recognition of contributions through scholarship, humanitarian service, public affairs, the professions, creative arts, or other endeavors related to and valued by the institution.)

(4) NOMINATOR’S STATEMENT

(5) OTHERS WHO SUPPORT THIS NOMINATION:

 Names: Addresses: Telephone:

(6) RECOMMENDED FOLLOW-UP INVOLVEMENT OF THIS PERSON ON CAMPUS NEXT YEAR: (Lecturer; campus-wide forum; residential speaker, etc.)

Note: All materials pertinent to the nominee must be attached. All information is confidential.

**For additional information, please contact: Ms. Jessica Woods Office of the Chancellor Western Carolina University 1 University Drive, 501 HFR Cullowhee, NC 28723 Phone: 828-227-3044 Fax: 828-227-7176**