

# Honorary Degree

## Academic Affairs – Administration

### CWU Policy 504-22

**Effective:** August 3, 2011

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Provost's Office

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

Appendix A – Procedures, Criteria, and Nomination Forms for the Award of Honorary Degrees

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- (1) Consistent with RCW 28B.35.205, the Board of Trustees may confer honorary bachelor's, master's, or doctorate level degrees. Procedures, criteria, and application forms can be found in the Central Washington University Procedures Manual, see Appendix A.

#### History:

*PAC: 5/21/03, BOT: 6/13/03; PAC: 10/09; Responsibility: President's Office; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 08/03/2011; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-20-060, June 2025 Attached Procedure CWUR 1-60-020 as Appendix A, June 2025*

## Appendix A - Procedures, Criteria, and Nomination Forms for the Award of Honorary Degrees

- (1) As authorized by CWU 504-22, honorary degrees provide Central Washington University with a means to recognize individuals who have made significant contributions to the university over an extended period of time or whose outstanding personal or professional achievements and attainments exemplify the role and mission of the university. Typically, recipients of honorary degrees will have close connections to Central Washington University, either as graduates of the institution or as citizens who have rendered significant service to the institution. To preserve the integrity of the process, the award of honorary degrees should be justified on the basis of unusual and distinctive circumstances.
  
- (2) Honorary degrees that may be awarded are Master of Humane Letters (MHL), Master of Literature (M Lit), Master of Natural Science (MNS), and Master of Social Science (MSS) or Doctor of Humane Letters (DHL), Doctor of Literature (D Lit), Doctor of Natural Science (DNS) and Doctor of Social Science (DSS). Degrees earned as a result of completion of a program of study shall not be awarded as honorary degrees.
  
- (3) Nominations for honorary degrees may be made by the following:
  - A. Permanent employees of CWU
  - B. Members of the Board of Trustees, the CWU Foundation Board, or the CWU Alumni Board
  
- (4) The Provost will appoint a faculty Ad Hoc Honorary Degree Committee by November 20 of each academic year to review and recommend action on honorary degree nominations.
  
- (5) The timeline for selection of honorary degree recipients is:

Due date	Description
November 1	Faculty Senate Executive Committee submits a list of at least twelve tenured or tenure-track faculty names with representation from each college and the library to the Provost.
November 20	The Provost appoints an Ad Hoc Honorary Degree Selection Committee of five faculty members, one representing each college and the library, from the list of at least twelve names submitted by the Faculty Senate Executive Committee.
January 10	Honorary degree nominations are due to the President's office. Nomination materials must include: <ul style="list-style-type: none"> <li>• Nomination form (attached)</li> <li>• A curriculum vitae or comparably complete biographical information on the nominee</li> <li>• Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (5 maximum).</li> </ul>
January 15	The President's Office forwards nomination materials to the Ad Hoc Honorary Degree Selection Committee.
February 1	Recommendations due from the Faculty Ad Hoc Honorary Degree Committee to the President of those nominees whom they unanimously endorsed for the award. Recommendations should be summarized in a single document.
February 15	The president will review the recommendations of the Faculty Ad Hoc

	Honorary Degree Committee and determine whether or not to forward the nominees to the Board of Trustees for consideration no later than the May meeting.
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- (6) The president or his or her designee will notify selectees and will arrange activities surrounding actual granting of the degree and commemoration of the occasion.