

## **Attachment 2**

### **HONORARY DEGREE PROCEDURES KANSAS STATE UNIVERSITY**

**Approved by Academic Affairs  
10/5/2010**

Awarding honorary degrees provides an opportunity to reward excellence and to bring additional prestige to the institution and will be awarded only in exceptional circumstances. Awarding this degree need not be considered an annual occurrence.

#### **ELIGIBILITY**

- An honorary degree is not awarded solely for philanthropic activity or service to the University or the State of Kansas. A candidate's qualifications must be deeply grounded in outstanding intellectual and professional achievement and significant and lasting contributions to society, consistent with the academic endeavors of the University.
- Neither active nor retired faculty of Kansas State University are eligible for candidacy.
- Honorary degrees shall not be conferred on any faculty member, administrator, or other official associated with the University before such individual has been separated from the institution for at least five years.
- Holders of elective or appointive public offices are not eligible for consideration until five years or more after they have vacated office.

#### **POLICIES FOR SELECTION PROCESS**

- Nominations are to be submitted only by members of the Kansas State faculty. A nomination may originate from an individual faculty member, from an academic unit, or from the collaborative efforts of the faculties of two or more departments.
- When a nomination comes to the committee from a source other than the academic department closest to the discipline with which the nominee is associated, it must be reviewed by that department and jointly submitted by it with the other disciplinary group.

#### **CRITERIA FOR SELECTION OF A CANDIDATE**

- Although anyone having had "a career of superlative intellectual and/or creative ability" will receive strong consideration, the committee is especially attracted to alumni of K-State or any individual who has made outstanding contributions to a field or profession represented at Kansas State University.

- The nomination should include a full curriculum vitae of the candidate, and should be constructed to show the candidate's intellectual and creative abilities and accomplishments, appointments, honors, previous honorary degree awards, and all other information pertinent to the awarding of an honorary degree. As the committee is composed of members from many disciplines, a description by the nominator of the candidate's precise strengths and contributions is preferable to inclusion of multiple sample publications.
- Letters to support the nomination should be submitted with the nomination. There should be at least three letters clearly illustrating the strengths of the candidate. It is preferable that some of the letters be from institutions and organizations other than the one with which the candidate currently is associated.

### **PROCEDURES FOR SELECTION OF A CANDIDATE**

- A committee chaired by the Provost and Executive Vice President shall evaluate nominated candidates and present a recommendation to the President. The committee will consist of the Provost, the Faculty Senate President, the Classified Senate President, the Student Body President, the Dean of the Graduate School and the Chair of the University Distinguished Professors.

### **GUIDELINES FOR AWARDING HONORARY DEGREES**

- Honorary degrees will be awarded at commencement ceremonies.
- Honorary degrees will not be awarded in absentia unless extraordinary circumstances (as determined by the President) exist.
- The President of the University extends the invitations to those selected to receive an honorary degree.
- Insofar as possible, the recipient of an honorary degree will interact with faculty and students in the field or area of interest while the recipient is visiting the campus to receive the award.