



UWF Honorary Degree Nomination Instructions for Nominators

1. **Confirm eligibility.** The candidate may not be a current employee, currently in political office, or limited to solely philanthropic contributions to UWF.
2. **Draft a nomination letter and complete the cover sheet.** The letter should specify how the candidate's contributions fit with the selection criteria below
3. **Assemble support documents.**
 - ___ Appropriate support materials (e.g., curriculum vitae, reviews, awards history, media coverage (not to exceed 10 pages))
 - ___ Letters of recommendation from individuals qualified to judge candidate's contributions (maximum of three letters)
4. **Secure an endorsement from a UWF unit.** An appropriate evaluation should be solicited from a representative of the academic entity (program, department, school, college, center or institute) that most closely corresponds to the contributions made by the nominee. An endorsement protocol is available on the website at the HARC link on the President's website. The endorsing official should be provided with the nomination letter and support materials. The endorsing official can also recommend the type of degree that would be most appropriate:
 - ___ LL.D: Doctor of Laws
 - ___ Litt.D: Doctor of Letters
 - ___ L.H.D: Doctor of Humane Letters
 - ___ Sc.D: Doctor of Science
 - ___ Ped.D: Doctor of Pedagogy
 - ___ D.D: Doctor of Divinity
5. **Forward the nomination packet to the President's Office.** The packet should include the nomination letter and cover sheet, support documents including letters of recommendation and UWF entity endorsement.

To facilitate subsequent review, the materials should be forwarded digitally, whenever possible.

Notes to Nominators.

- A. Please refrain from discussing your intention with the nominee. Exceptions can be made with written permission from the President.
- B. Only completed packets will be forwarded to the Honorary Awards and Recognition Committee, which meets twice a year. Confer with the Provost Office to determine the status of your nomination.
- C. If your nominee is selected, the Provost's Office will be contacting you for support on securing a PDF image of the honoree and also making arrangements for out-of-town honorees.

Documentation will be reviewed to establish that the candidate satisfies the following selection criteria:

- A. Meets standards for excellent character, exemplifying some dimension(s) of UWF values, including:
 - Caring
 - Diversity
 - Engaging
 - Equity
 - Innovation
 - Integrity
- B. Demonstrated extraordinary achievement or distinction in at least one of the following:
 - Arts and sciences
 - Education
 - Professional Life
 - Public Service
 - Philanthropy
 - Private Enterprise
- C. Achieved one or more of the following:
 - Distinction on a national or international level
 - A significant connection with or history of support of UWF
 - A record of distinguished contributions to the area served by UWF