

# PROCEDURE

Effective Date: January 4, 2011  
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 Approved By: Catherine Riordan

Authority: [RCW 28B.35.205](#)

Cancels:

See Also: [POL-U2100.05 Awarding an Honorary Degree](#)  
[FRM-U2100.05A Nominating a Candidate for an Honorary Doctoral Degree](#)

## PRO-U2100.05A

## NOMINATING A CANDIDATE FOR AN HONORARY DOCTORAL DEGREE

*Action by:*

*Action:*

WWU employee, student or  
 advisory board member

1. WWU employee, student or advisory board member may nominate an individual who meets the criteria outlined in [POL-U2100.05 Awarding An Honorary Degree](#). Fill out the online nomination form [FRM-U2100.05A Nominating a Candidate for an Honorary Doctoral Degree](#).

2. Submit nomination material to the President's Office.

Faculty Senate President

3. After receiving nomination materials from President's Office, submits nomination material to the Faculty Senate Executive Council for review.

Faculty Senate Exec. Council

4. Reviews nomination and supporting materials and makes recommendation within one month of receipt during the academic year or within one month of the start of a new term if received between terms.

Faculty Senate President

5. If the Faculty Senate Executive Council recommends consideration of the request, the Faculty Senate President submits in a confidential letter the Executive Council's recommendation and nomination material to the President.

**OR**

If the Faculty Senate Executive Council does not support the nomination, the Faculty Senate President will send the President a confidential letter explaining the reasons for the rejection.

President

6. Reviews all Faculty Senate Executive Council recommendations. Upon concurrence submits recommendation and supporting materials to the Board of Trustees for consideration and final approval.

**PROCEDURE**

Action by:

Action:

**OR**

Denies recommendations. Notifies the Faculty Senate President of the decision.

President's Office

7. Upon concurrence by Board of Trustees, the President notifies the nominee of the Board of Trustees's desire to award him or her an honorary doctoral degree.

**OR**

Upon denial by Board of Trustees the President's Office notifies the Faculty Senate President of the decision.

8. Works with candidate to schedule the commencement date on which the Honorary Degree will be conferred.