

WARTBURG COLLEGE
AWARDING HONORARY DEGREES
GUIDELINES AND PROCEDURES

Purpose

Wartburg College confers honorary degrees in order to acknowledge and pay tribute to individuals who, by virtue of their distinguished service or outstanding achievement, have demonstrated the personal qualities and values which the College espouses in our mission and goals. In honoring these persons, we are saying to the world that their character, conduct and concerns are in accord with the fundamental principles underlying our educational mission. In each case, it should be particularly appropriate that Wartburg College be the institution to award the honorary degree. In this way, the College can publicly affirm and celebrate its mission, goals and vision by the honorary degrees it confers.

Guidelines

- A. To preserve the value and distinctiveness of the honorary degree, not more than four degrees each year, except under extraordinary circumstances (as recommended by the Appointment, Rank and Tenure Committee), will be granted. When granted, honorary degrees are presented during commencement, convocation or other formal College ceremonies.

- B. The honorary degrees which may be awarded by the College are:

Doctor of Humane Letters (L.H.D.)
Doctor of Laws and Literature (LL.D.)
Doctor of Science (Sc.D.)
Doctor of Divinity (D.D.)

The Appointment, Rank and Tenure Committee shall specify the degree to be awarded in their recommendation to the faculty.

- C. The Office of the Dean of the Faculty will maintain a file which contains the names of candidates (and any supporting documentation) who have been nominated for honorary degree consideration. In accordance with the procedure described below, nominations can be made at any time, by any member of the College community (faculty, staff, administrators, alumni, students). Honorary degree candidates should represent a diversity of personal characteristics, cultures, educational backgrounds, professions and accomplishments.
- D. In nominating an individual for an honorary degree, the following qualifications should be considered by the nominator:
- + the nominee has a record of distinguished service and/or outstanding achievement in his or her life's work
 - + the nominee has demonstrated the personal qualities and values which the College espouses in our mission and goals
 - + the character, conduct and concerns of the nominee are consistent with the fundamental principles underlying the College's educational mission.

When submitting a name for consideration, the nominator should supply as much information as possible bearing on the candidate's qualifications for this honor.

Procedure

- A. Letters of nomination may be submitted to the Office of the Dean of the Faculty at any time and by any individual affiliated with the College. As much supporting information as possible should be supplied with the nomination letter (e.g., resume', biography, samples or reviews of work, personal testimonies, etc.). Individual names will remain in this file of nominees for at least five years before being removed from consideration.
- B. A name (or names) from this file of nominees will be presented to the Appointment, Rank and Tenure Committee by the Dean of the Faculty for their review and consideration of the nominee's qualifications relative to those stated above. In order to complete the approval process described here, this review needs to be initiated in a timely way prior to the ceremony during which the degree is intended to be conferred.

Members of the Appointment, Rank and Tenure Committee shall have access to this file of nominees and may recommend to the Dean that one or more names on the list be presented to the Committee for consideration.

- C. Nominees who are judged by AR&T as meeting the qualifications will then be presented to the full faculty for a vote on whether or not to award the honorary degree. This presentation and vote may be made at a regularly scheduled faculty meeting or by written memorandum and ballot to all voting members of the faculty. Majority support by those who cast a vote is necessary for approval of awarding the honorary degree.
- D. Names of individuals who receive the support of the faculty will be submitted by the Dean of the Faculty to the College President and the Board of Regents (or their duly appointed representative) for final approval on conferring the honorary degree.
- E. The Dean of the Faculty shall prepare the citation and plan the presentation of the honorary degree. An appropriate representative of the faculty shall be asked by the Dean to assist in the awarding ceremony and present the honorary degree candidate to the community.