

## PROCEDURES FOR HONORARY DEGREES

### Honorary Degree and Awards (HD&A) Committee Protocol

1. The HD&A Committee shall solicit and collect nominations from all Institute sources. Solicitations for nominations shall not be restricted to faculty and staff of NMT. Nominations should close by November 1st.
2. The committee shall review the supporting documents provided for each candidate. Strong consideration should be given to nominees whose contributions are to NMT.
3. The Committee shall recommend an honorary degree or degrees for a particular year. If no honorary degree is recommended, the Nominating Committee shall notify the Faculty Senate, and the Vice President of Academic Affairs, who in turn notifies the President.
4. If the Committee decides there are appropriate candidates, the nominees shall be submitted to the Faculty Senate at the December meeting. If the Faculty Senate recommends any or all of the nominees, these names shall be submitted to the Vice President of Academic Affairs, who in turn submits them to the President. The President then submits the names to the Board of Regents for final approval. Upon the action of the Board of Regents, the Registrar shall be notified of the intended award for formal entry to the record and inclusion in the final commencement program.

### Nomination Procedure

1. A person wishing to make a nomination should prepare and submit a letter of nomination to the chairperson of the HD&A Committee before November 1st.
2. If the HD&A Committee determines to recommend that an honorary degree be awarded to an individual, the Committee Chair shall notify the party who nominated that individual that they have the committee's approval to proceed in soliciting letters of support from appropriate individuals who would support the nomination.
3. The nominating party shall proceed to solicit letters of support and other pertinent, factual data concerning the nominee. Letters of support should be written to the HD&A Committee, New Mexico Institute of Mining and Technology, 801 Leroy Place, Socorro, New Mexico 87801. The deadline for supporting documentation is December 1st.
4. The Board of Regents should act on the recommendations of the President no later than the first Board meeting of the spring semester.
5. The awardees shall be officially notified by the President of the Institute via a letter of congratulations and a formal invitation to attend spring commencement following Board approval.
6. The nominating party should make it their responsibility to follow up with all appropriate entities throughout this process. At the start, contact will be with the HD&A Committee and the Faculty Senate. If the nominee is selected for the award of honorary degree, the nominating party will need to work closely with the Registrar's Office, Office of Marketing & Communications, and the Office of Advancement to ensure that program details, commencement scripts, formal documents, graduation accessories, press releases, etc., and commencement protocol are arranged and that the awardee is informed.