

# Navajo Technical University

## Awarding of Honorary Degree Policy and Procedure

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# **AWARDING OF HONORARY DEGREE POLICY AND PROCEDURE**

## **Policy**

Navajo Technical University awards honorary doctoral degrees to individuals who demonstrate distinguished achievement and/or have offered outstanding humanitarian, public service or activity consonant with the mission of the University.

## **Criteria**

Honorary degrees are awarded on the basis of:

1. Eminence, in respective field of scholarship important to the Navajo Nation or the Navajo people, in public service, or in an artistic, cultural affair, literary, governmental, religious, financial, or other endeavor; and
2. Outstanding contribution to Navajo Technical University, in the form of an association or relationship with the University or between the individual's achievements and the mission or life of the University.
3. Significant national impact to social equality, economic, national, ethnic, and cultural diversity, and work reflects the diversity of interests, backgrounds in the University community and the Navajo Nation.

## **Procedure on Nomination Process**

### **Who May Nominate**

Any member of the Navajo Technical University, including faculty, staff, board of regents, students in good standing and alumni, may nominate individuals for consideration for an honorary degree. Nominator is to nominate only one per year and nomination of candidacy may not exceed a total of 15 nominations per year. If more than 15 candidates are nominated, the Nomination Committee will select the top 15 for consideration.

### **Eligibility**

- Employees or Board of Regents in active service of Navajo Technical University are not eligible for honorary degree.
- Honorary degree will not be awarded to active politicians engaged in political campaigns for office in an election year.
- Honorary degree may not be conferred in absentia.

### **Titles of Honorary Degrees for Conferral**

- Doctor of Humane Letters (D.H.L. or L.H.D.) - service to society, culture and scholarship in the humanities (communication, history, language and literature) and social sciences.
- Doctor of Pedagogy (Ped. D.) - outstanding contributions to Navajo education in K-12 or higher education.
- Doctor of Public Service (D.P.S.) - contributions to the public in general or to the public sector in the Navajo Nation.

- Doctor of Science (Sc.D.) - contributions to Science, Technology, Engineering, and Mathematics (STEM).

### **Nomination Committee**

Nomination committee shall be comprised of seven (7) members that are appointed by the University President, including:

- Vice-President
- Dean of Graduate Studies
- Dean of Undergraduate Studies
- Dean of Applied Technology
- One Faculty member appointed by the Faculty Assembly who shall serve staggered two-year terms.
- One Staff Member
- Student Senate Chair

Function of the committee:

- Recommend the nominee to the University President.
- Meet when a meeting is called by the Chairperson.

### **Conflict of Interest**

A conflict of interest arises when an employee of Navajo Technical University uses his/her authority to influence the University's decisions in nominating or selecting an individual for an honorary degree. If the nominator or member of the nomination committee is related to the candidate as an immediate family (immediate family is defined as an individual who is related to the employee as a spouse, father, mother, son, daughter, brother, sister, brother in-law, sister in-law, paternal and maternal grandmother or grandfather), the nominator or member must remove themselves from the process.

### **Confidentiality**

Confidentiality is a mandatory requirement to the nomination process. Under no circumstances should the nominee be informed that his or her name is being considered. Further, the nominator should not solicit letters of support on behalf of the nominee from those outside the University. Official notification of the University's wish to confer an honorary degree upon an individual is made by the University President on behalf of the Board of Regents. All deliberations by the Nomination Committee shall be kept confidential.

### **Procedure**

Step 1:

- a. Nominations shall be submitted to the Nomination Committee Chairperson in writing and shall consist of the following:
  1. A Letter of Nomination;
  2. A Curriculum Vitae not to exceed eight (8) pages
  3. A written description that clearly describes the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and

literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents.

Submit nomination form and all supporting materials by the last Friday of August each year to:

President's Office, Attention: Honorary Degree Nomination Committee  
Lower Point Rd/ State Hwy 371, PO Box 849  
Crownpoint, New Mexico 87313

Step 2:

- a. The Nomination Committee Chairperson will submit its recommendation to the University President with all nominations that were received and reviewed by the committee.

1	Nominations due to the Honorary Degree Committee	Last Friday of August each year.
2	Nominations due to the University President's office	First Monday of November each year.
3	University President presents recommended nomination to the Board of Regents	Month of January at the Annual Board Meeting
4	Board of Regents places the recommended nominee on regular meeting agenda and under Executive Session	Month of February and March at the Regular Board Meeting
5	University President will notify selected individual within two weeks of the Board of Regents decision.	Month of April

**Prohibition on Fees and Honoraria**

An honorary degree recipient shall not receive additional monetary or honorarium for accepting an honorary degree or delivering a commencement address or the equivalent.

**Rescind**

The Board of Regents upon motion of a Regent and passage, and with the support of the faculty and/or staff or student body president, may revoke an honorary degree by a two-thirds vote of Board of Regents if they determined that the action(s) or inaction(s) of the honorary degree recipient are or were so egregious that they violate existing state and federal law and or the policies and procedures governing behaviors of students, faculty and staff of the Employee Handbook of Navajo Technical University.

It is the expectations that recession of an honorary degree will be rare and occur in unique circumstances that truly reflect that the recipient's actions or inactions are so contrary to established legal and social norms that the degree is no longer deserving, and does a disservice to the reputation of Navajo Technical University's decision to revoke their previously awarded degree.

**Review and Revisions**

The terms of this policy are subject to annual review and revision by the Board of Regents of Navajo Technical University.

Appendices: Nomination Form  
Nomination Form Instructions  
Nomination Rating Form  
Notification Letter Template  
Proposed Degree Format

# NTU Honorary Degree Nomination Form

## ***CONFIDENTIALITY IS CRUCIAL TO THE NOMINATION PROCESS***

### **Document Checklist**

Nominations submitted without the following documents will be returned to the Nominator:

- \_\_\_ Letter of Nomination
- \_\_\_ Curriculum Vitae not exceeding eight (8) pages
- \_\_\_ Document clearly describing the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents

### **Important Information**

In order to be considered for the May commencement, Nominations are due the last Friday in August of each year.

## **Nominee Information**

1. Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

2. Attach a Letter of Nomination on the Nominee's Career for the Degree, not to exceed two pages. (*Please see instructions.*)

3. Include a two-line of an appropriate citation (*Please see instructions for example*)

4. Include nominee's curriculum vitae

5. Degree Proposed (Please check appropriate box)

- \_\_\_ Doctor of Humane Letters (D.H.L. or L.H.D.)
- \_\_\_ Doctor of Pedagogy (Ped. D.)
- \_\_\_ Doctor of Public Service (D.P.S.)
- \_\_\_ Doctor of Science (Sc.D.)

6. Nominator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Nomination Form Instructions

Please note that **CONFIDENTIALITY IS A MANDATORY REQUIREMENT TO THE NOMINATION PROCESS**. Under no circumstances should the nominee be informed that his or her name has been put forward. Further, the nominator should not solicit letters of support on behalf of the nominee from those outside the University. Official notification of the University's wish to confer an honorary degree upon an individual is made by the University President on behalf of the Board of Regents. All deliberations by the Nomination Committee shall be kept confidential.

1. Please include a letter of nomination on the nominee's career and achievements, and the individual's appropriateness for an honorary degree. The letter should present clearly describing the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents. The following questions should be answered:
  - a. *What is the specific content of the nominee's contributions?*
  - b. *With all the contributions to the field, why is this nominee of exceptional merit?*
  - c. *Why is the contribution of the nominee especially appropriate to Navajo Technical University?*
2. Please include a two-line draft of an appropriate citation to be used should the degree be conferred. An example: "*For her outstanding contributions towards bringing peace, NTU bestows its highest award on Jane Doe.*" Examples might also include an actor's list of credits and awards; a writer's publications, etc.
3. Please select the degree you believe is most appropriate for your candidate.
4. Any member of the Navajo Technical University, including faculty, staff, board of regents, students in good standing and alumni, may nominate individuals for consideration for an honorary degree. The Nomination Committee (NC) considers **ONLY** nominations received from the University community.

### ***Nominations should be submitted to:***

Honorary Degree Nomination Committee  
c/o NTU President's Office  
Lower Point Rd/State Hwy 371  
PO Box 849  
Crownpoint, New Mexico 87313