UNIVERSITY POLICY BOT-01.01 – 06/03

TO: The University of West Florida Community
FROM: Dr. John Cavanaugh
SUBJECT: Bestowing honorary awards and recognitions

Responsible Office/Executive: Board of Trustees

Policy/Purpose: Articulate policy on bestowing honorary awards and recognitions

- By majority vote, the University of West Florida Board of Trustees can authorize the university president to confer awards and recognitions, such as honorary degrees, naming of facilities, and such other awards as it may wish to create.
- No college or other subunit can award honorary degrees or name facilities; only the university may confer such an honor.
- The criteria for an honorary degree or other personal recognition are the following:
  - Excellent character
  - Extraordinary achievement or distinction in the arts and sciences, the fine arts, education, the professions, public service, or private enterprise
  - A connection with or a history of support of the University; or a record of distinguished contributions to the area served by the University; or distinction on a national or international level.
- The recommendation for an honorary award or recognition requires a majority vote of the Honorary Awards and Recognition Committee.
- The Committee can accept written nominations for recipients. The nomination should include a biographical sketch or résumé of the nominee, as well specific information on how the nominee meets the criteria.
- The Committee may gather additional information on the nominee.
- Nominations may not be discussed with the nominee, and all parties involved in the process should exercise discretion.
- The university president is responsible for presenting the Committee recommendation to the Board of Trustees, along with supporting documentation.
- The Board of Trustees may gather additional information on the nominee.
- Presentation of honorary degrees normally occurs at a university public gathering such as Commencement or the Honors Convocation.
- The honorary title of “emeritus” is reserved only for retired UWF employees who have terminated full-time employment.

Adopted May 22, 2002
Revised February 21, 2003
* The policy intent of the Board of Trustees in revising the section on the use of "emeritus" was that it applies only to those titles requiring Board of Trustees approval and do not apply to faculty emeritus awards.