

## Amanda Hatch

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**From:** Angela Wilhelms  
**Sent:** Monday, February 27, 2017 6:20 PM  
**To:** Senate President; Senate Vice President  
**Cc:** Senate Executive Coordinator; Amanda Hatch; Kelly Wolf; Mike Schill; Scott Coltrane  
**Subject:** Two Policies for the Senate (HDs, naming academics)  
**Attachments:** Summary of Changes to HD Policy - February 2017.pdf; 01.00.05 - Honorary Degrees proposed update February 2017 CLEAN.DOCX; 01.00.05 - Honorary Degrees proposed update February 2017.docx; Policy Concept Form - Honorary Degrees Feb 2017.docx; Concept Form - Naming Academic Units.docx; DRAFT POLICY Naming Academic Units in Recognition.docx

Bill and Chris,

Per our conversation today, attached are two policies submitted to the Senate for consideration. Edits to the drafts from our discussion are incorporated. If you'd like to talk about other changes before you actually take them to the Senate or Senate Exec, let me know. Happy to do whatever makes things the smoothest.

As a recap, changes to the versions at today's meeting include:

1. Honorary Degree committee kept with distinguished service awards. Language was added to specify that the committee may do other things in consultation (e.g., distinguished service awards or other awards assigned by the president) but the criteria and procedures in the policy are only for HDs.
2. Added that honorary may still be awarded for activities such as speaking or lecture series, etc. (And I just separated this into its own section.)
3. Added consultation with senate to faculty appointments for HD/DSA committee.
4. For the naming academic units policy, added "nonfinancial" in between "exceptional contributions" to clarify that we're talking donations OR otherwise exceptional service of a non-monetary type.

Attached:

1. Honorary Degrees: concept form, redline to existing policy, clean version of proposed draft, summary of changes.
2. Naming Academic Units in Recognition of Individuals or Organizations: concept form, draft

Please let me know if you have any questions or what me (or someone) to speak to these at an exec meeting or something.

Also, I'm CCing Amanda and Kelly Wolf here so that the PAC is aware they are in process, but there is no reason to "stop" at the PAC.

Thank you,  
Angela

**Angela Wilhelms**  
University Secretary  
University of Oregon  
O: 541.346.5561

## POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

**All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents.** Completed submissions are forwarded to the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A “redlined” version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Angela Wilhelms, University Secretary
Policy Title & # (if applicable):	Honorary Degrees – UO Policy 01.00.05
Submitted on Behalf Of:	Board of Trustees, University President, Senior Vice President and Provost
Responsible Executive Officer:	Angela Wilhelms, University Secretary

**SELECT ONE:**  New Policy  Revision  Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes  No

**If yes, which attorney(s):** Kevin Reed

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

Honorary Degrees

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**The Retention and Delegation of Authority Policy vests authority to grant honorary degrees with the Board of Trustees. Otherwise, none.**

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

**The policy needs to be updated to reflect the change in governance, specifically the elimination of the SBHE and OUS, and the authority of the BOT to grant such degrees. The draft also seeks to streamline and clarify policy language, remove unnecessary procedural details, and updates committee membership to clarify appointing authorities and grant designees for certain positions. The draft creates a “pool” of approved/vetted candidates for an honorary degree so that individuals who get through the process may be eligible for up to 3 years.**

**AFFECTED PARTIES**

*Who is impacted by this change, and how?*

**One could argue that current committee members are impacted, however, in actuality, some are no longer at the UO and the committee has not met for years so it's probably an overstatement to say they are "impacted".**

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**CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

<b>Name</b>	<b>Office</b>	<b>Date</b>
Schill, Coltrane & staff	Provost, President	Multiple
Mike Andreasen, Carlyn Shreck (and others)	University Advancement	Multiple
Kevin Reed	General Counsel	2/1/17
Senior Leadership Team	Various	1/17/17
Harbaugh, Sinclair	Senate	2/27/17

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## Reason for Policy

~~To memorialize faculty legislation of May 22, 1991, rescinding faculty legislation of April 12, 1939, and endorsing the reinstatement of the award of honorary degrees.~~

To stipulate criteria and required approvals for the granting of honorary degrees by the University of Oregon. Although the committee formed by this policy also oversees Distinguished Service Awards, the criteria and procedures set forth within the policy apply only to Honorary Degrees.

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## Policy

I. The University of Oregon (University), upon approval by the Board of Trustees ("Board"), shall offer-award honorary degrees, which shall be honorary doctorates, under the following criteria:

A. To an individual or individuals who has/have shown outstanding scholarship or artistic achievement in their lifetime; ~~or,~~

B. To an individual or individuals who has/have performed extraordinary public service or contributions to society ~~distinguished service~~ in their lifetime.

II. No honorary degree shall be granted-awarded by the University of Oregon to any person(s) who is/are currently employed by the ~~Oregon University System-University of Oregon, to any sitting member of the Board,~~ or to any person(s) currently holding elective office within the United States.

III. An individual or organization shall not receive an honorarium or payment in exchange for accepting an honorary degree. This does not preclude an honorarium or compensation for other service or functions at the university, e.g., speaking at commencement or participating in a lecture series. The Board may grant an exception to this at its discretion.

## ~~Procedures:-~~

IV. There shall be an Honorary Degree and Distinguished Service Award Committee ("Committee"), which shall include the following:

- ~~The~~ President of the University of Oregon or his/her designee, who shall be chair;
- Chairperson of the Faculty Advisory Council;
- President of the University Senate;
- Chairperson of the Graduate Council;



- Chairperson of the Undergraduate Council;
- ~~Representative of the~~ Vice President for University Advancement or designee;
- ~~Director of the University of Oregon Alumni Association~~
- Five (5) members of the teaching faculty, appointed by the President in consultation with University Senate leadership; and,
- ~~President of the Student Senate~~
- President of the Associated Students of the University of Oregon.

A. The Committee will act in a consultative fashion regarding Distinguished Service Awards or other awards or types of recognition the president so tasks with the Committee. Those awards or recognitions are not subject to the procedures and criteria articulated herein.

V. The Committee shall solicit nominations for individuals who meet the criteria in Section I. Nominations may come from the University community or the broader community at large. Nominations may be submitted at any time, but the HDC will make a proactive solicitation at least once each academic year, preferably during the fall. This Committee shall in early October commence the eliciting of applications from the University community as well as from the broader community of the State of Oregon the names of individuals who have met the criteria given in a. & b. above.

A. The Committee shall screen ~~applications~~nominations, ask for more information about the nominees as necessary, and investigate, to ~~their~~its satisfaction, that the nominee(s) meet the criteria ~~given~~ above.

B. It is the responsibility of the Committee to ~~judge~~evaluate each nominee and to determine whether it is appropriate to send ~~the name~~ a recommendation to the University Senate.

C. The Committee and the University Senate shall do all ~~of its~~ work on honorary degrees in the strictest of confidence.

D. The University Senate, in Executive Session, shall discuss the candidates presented by the Committee. Members of the Committee shall make the presentations in support of the nominee(s) separately.

E. ~~The~~ University Senators shall discuss, ask questions of the ~~presenters from the~~ Committee if necessary, and ~~shall~~ vote separately on each nominee. A majority vote ~~of two-thirds of members present~~ is necessary for the nomination to be approved.

Approval of a nomination will place a name into a pool of approved nominees.

F. The President of the University Senate shall formally inform the President of the University ~~of the outcome of any vote related to honorary degrees. of Oregon of positive votes of the Senate only. Nominees failing to get the two-thirds vote shall not be forwarded to the University President. All documentation on successful nominees shall be turned over to the University President by the President of the University Senate.~~

G. The ~~Distinguished Service Award~~ Committee will review, on at least an annual basis, the pool of approved nominees to ensure that it remains appropriate. Nominations in the pool shall sunset after three years; although such a sunset does not preclude an individual from receiving future recommendations pursuant to this policy.

H. From among the pool of approved nominees (see Section e) ~~group of candidates~~ approved by the University Senate for an Honorary Degree, the President will forward up to two nominees in a given academic year to the Board of Trustees for final consideration. ~~Oregon State Board of Higher Education. When the State Board of Higher Education has approved of name(s) submitted by the University of Oregon for this honor the President of the University shall formally notify the candidate(s) and invite them to take part in the honoring ceremony. Names of successful candidates must be forwarded to the State Board of Higher Education at least 90 days prior to the awarding of the degree(s).~~

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#### Related Resources

[Insert new HDC and DSA websites when active]