

# Honorary Degree Recommendation Packet Cover Sheet

Thank you for taking the time to consider making a recommendation for a candidate for an Honorary Degree.

**Fanuchanan (fall) 2023 conferral: Please submit Recommend Packets no later than 5:00pm CHST, April 7, 2023.**

**Fanomnakan (spring) 2024 conferral: Please submit Recommend Packets no later than 5:00pm CHST, November 3, 2023.**

Recommenders for an honorary degree must be a member of at least one (1) of the following groups:

- Current or former UOG employee
- Current UOG student or graduate (alumni) of UOG
- Current and former Board of Regents

The Honorary Degree Program description, types of degrees, eligible/ineligible candidates, criteria, and timeline/review process are at **enclosure 1**. Please review this enclosure prior to filling out a recommendation packet.

The Honorary Degree Recommendation Packet consists of the following documents:

- Candidate and Recommender's Information Form (see **enclosure 2**).
- Recommendation Letter describing the candidate's achievements (see template at **enclosure 3**).
- Updated Curriculum Vitae (CV) of the candidate.

**Please ensure Honorary Degree Recommendation Packets are complete. Incomplete Packets will be returned to the Recommender without further action.**

Recommendation Packets must be received the semester prior to the semester of commencement at which the degree is to be awarded.

Recommendation Packets will be provided to the Office of the Vice Provost for Academic Excellence, Graduate Studies, and Online Learning (VP AEGSOLL).

Email to: [uog-honorary-degree@triton.uog.edu](mailto:uog-honorary-degree@triton.uog.edu)

Address Recommendation Letter to:

University of Guam  
ATTN: Honorary Degree Committee (VP AEGSOLL)  
UOG Station  
Mangilao, Guam 96923

## Enclosure 1

# Honorary Degree Program Information

Enclosure one outlines the Honorary Degree Program description, types of degrees, eligible/ineligible candidates, criteria, and timeline/review process. Please review this enclosure prior to filling out a recommendation packet.

Honorary degrees have been one of the highest honors conferred by universities dating back to the 15<sup>th</sup> century. They are a way for universities to demonstrate to the community what their values are and what is important to them. Honorary degrees are a means to recognize *experts in indigenous knowledge and/or distinguished individuals who made significant contributions to the University and knowledge of the community over an extended period of time or lifetime achievements* in their field, or whose *outstanding personal or professional endeavors complement the University's role and mission over an extended period of time, or lifetime achievements*. Candidates must be viewed by the university community as *unique, recognizable figures* whose public recognition *brings honor* on the University. Successful candidates are deemed to embody the values and culture our University is looking to foster and uphold and show a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements. The sanctity of this award rests within the evaluation and selection process of the candidate.

The scope and types of impact that are sought for honorary degree applicants are found in UOG's 2019 revised Vision and Mission statements.

### ***Vision***

Transforming Lives, Advancing Communities

### ***Mission***

Ina, Deskubre, Setbe (To Enlighten, To Discover, To Serve): The University of Guam empowers the region by uniting island wisdom with universal sources of enlightenment to support exceptional education, discovery, and service that respect and benefit local and global communities.

### **Types of Honorary Degree**

The UOG Honorary Degree Program has the following degrees which candidates may be recommended:

- **Doctor of Laws, *honoris causa* (LL.D. (h.c.))**  
Awarded for outstanding scholarly achievement in law or for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.
- **Doctor of Humane Letters, *honoris causa* (D.H.L. (h.c.))**  
Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.

- **Doctor of Business Management, *honoris causa* (D.BM. (h.c.))**  
Awarded for outstanding achievement in business or for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.
- **Master of Micronesian Traditional Knowledge**  
Awarded to an indigenous expert in a field of traditional knowledge. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.  
*Note: Honorary Degree of Master[s] of Micronesian Traditional Knowledge will be made during Fañomnåkan Commencement exercises effective Fañomnåkan 2010. No more than one (1) such award may be made per year (Board of Regents (BOR) Resolution 10-16).*
- **Bachelor of Community Services *honoris causa* (B.CS (h.c.))**  
Awarded for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.

### **Eligible and Ineligible Candidates**

#### ***Eligible Candidates***

1. Prominent alumni
2. Successful business leaders
3. Distinguished professional persons
4. State, civic, or community leaders
5. Prominent educators
6. Distinguished persons in the arts, sciences, or humanities
7. Recognized expert in indigenous knowledge
8. Commencement speakers who may belong to one of the above categories

#### ***Ineligible Candidates***

1. Present members of the Board of Regents
2. Present employees of UOG
3. Those whose only contribution to UOG, and other causes, are financial

#### **Criteria**

Recommendations shall reflect statements of the significance of the candidate's achievements, efforts, and work over an extended period of time or lifetime achievements.

The recommendation in a letter format must be attached to the recommendation form for review and must be no less than 500 words and no more than 1,000 words. It should also be reflected in the updated curriculum vitae (CV). In considering a person for recommendation, the following questions should be addressed as they will serve as critical information to evaluate achievements towards the proposed honorary degree. Use measurable and quantifiable data in support of your recommendation whenever possible.

It is critical to understand that the recommendation must stand-alone in content for review. Therefore, a good and clear write up meeting the standards/criteria listed below supports a competitive application.

1. Explain/detail up to five (5) ways the candidate shows a high order of achievement, including significant or lasting contributions to a profession and/or discipline, over an extended period of time, or life-time achievements.
2. Describe the candidate's outstanding intellectual, creative, or leadership capabilities.
3. Describe the candidate's reputation, character, and dedication.
4. Describe how the candidate has made a difference in the significant or lasting contribution to the betterment of our island, region, or nation over an extended period of time, or a lifetime.
5. Describe how the candidate has overcome serious obstacles in attaining a significant record of achievement.

### **Timeline and Review Process**

The timeline to submit a recommendation packet and when the candidate will be presented the Honorary Degree, if approved, is outlined below:

Fanuchånan (fall) semester packet is due no later than 5:00pm CHST on April    ,    .

Fañomnåkan (spring) semester packet is due no later than 5:00pm CHST on November    ,    .

A completed Honorary Degree Recommendation Packet consists of:

- Candidate and Recommender's Information Form.
- Recommendation Letter describing the candidate's achievements.
- Updated Curriculum Vitae (CV) of the candidate by the Recommender.

*Incomplete Packets will be returned to the Recommender without further action.*

The Vice Provost for Academic Excellence, Graduate Studies, and Online Learning (VP AEGSOLL) will prepare completed Recommendation Packets through the review process: Honorary Degree Committee, Faculty Senate Standing Committee on Faculty Excellence (SCFE), Deans Council, Senior Vice President and Provost (SVP/P), the President, and the Board of Regents (BOR). All deliberations are held in strict confidence through every step of the review process up through the President level to protect the welfare of the candidate and the University.

### **Nominations Deemed Not Appropriate to Move Forward**

If a nomination is deemed not appropriate to move forward and deliberations are ceased, a CONFIDENTIAL letter will be sent to the recommender. The decision to not recommend a nomination to move forward at this time is a final decision and not subject to any appeal. However, a recommendation package can be resubmitted with additional supporting materials in the future.

### **Announcement of the Conferring Degree**

When a candidate is approved, the President will send out the congratulatory and offer letter to the candidate and recommender for the selected candidate's acceptance and confirm the commencement date or special convocation for the presentation. Further details of attire and process will be provided prior to the presentation date.

## Enclosure 2

### Honorary Degree Candidate and Recommender's Information Form

Name of Candidate: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

#### Honorary Degree Sought for Candidate:

- Doctor of Laws, *honoris causa* (LL.D. (h.c.))  
*Awarded for outstanding scholarly achievement in law or for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.*
- Doctor of Humane Letters, *honoris causa* (D.H.L. (h.c.))  
*Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.*
- Doctor of Business Management, *honoris causa* (D.BM. (h.c.))  
*Awarded for outstanding achievement in business or for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.*
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*Awarded for exceptional service to the University or the community at large. Shows a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements.*

#### Candidate's Emergency Contact or Next of Kin Information

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

#### Recommender's Information

Per policy, a recommender must be from at least one of the categories below:

- Member of:  Current or former UOG Employee  
 Current UOG Student or Graduate (alumni) of UOG  
 Current or former Board of Regents

Name of Recommender: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact number(s): \_\_\_\_\_

Relationship to the Candidate: \_\_\_\_\_

## Enclosure 3

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### Recommender's Recommendation Letter Template

<Recommender's mailing address/Letterhead>

<date>

TO: UOG Board of Regents' Honorary Degree Committee

FROM: <Recommender's name>

RE: Honorary Degree Recommendation for <candidate's name>

#### **Directions**

*The recommendation letter is a statement of the significance of the candidate's achievements, efforts and work over an extended period of time or lifetime achievements as prepared by the recommender. The letter must be attached to the "Candidate and Recommender's Information Form" for review and must be no less than 500 words and no more than 1,000 words. It should also be reflected in the updated curriculum vitae (CV). In considering a person for recommendation, the following questions should be addressed as they will serve as critical information to evaluate achievements towards the proposed honorary degree. Use measurable and quantifiable data in support of your recommendation whenever possible.*

It is critical to understand that the recommendation must stand-alone in content for review. Therefore, a good and clear write up meeting the standards/criteria listed below supports a competitive application.

Honorary Degrees are a means to recognize *experts in indigenous knowledge and/or distinguished* individuals who made *significant contributions* to the University and knowledge of the community over an *extended period of time or lifetime achievements* in their field, or whose *outstanding personal or professional endeavors complement the University's role and mission over an extended period of time, or lifetime achievements*. Candidates must be viewed by the university community as *unique, recognizable figures* whose public recognition *brings honor* on the University of Guam (UOG). Successful candidates are deemed to embody the values and culture our University is looking to foster and uphold and show a high order of significant or lasting achievements or contributions over time or over a lifetime of achievements. The sanctity of this award rests within the evaluation and selection process of the candidate.

1. Explain/detail up to five (5) ways the candidate shows a high order of achievement, including significant or lasting contributions to a profession and/or discipline, over an extended period of time, or life-time achievements.
2. Describe the candidate's outstanding intellectual, creative, or leadership capabilities.
3. Describe the candidate's reputation, character, and dedication.
4. Describe how the candidate has made a difference in the significant or lasting contribution to the betterment of our island, region, or nation over an extended period of time, or a lifetime.
5. Describe how the candidate has overcome serious obstacles in attaining a significant record of achievement.

*Attachment: Current Curriculum Vitae (CV) developed by the Recommender*