DATE: April 21, 2010

TO: Clark Atlanta University Faculty, Staff, Students, Alumni and Community

FROM: Carlton E. Brown, President

SUBJECT: Call for Nominations for Honorary Degrees

The Blue Ribbon Committee on Honorary Degrees is calling for nominations for candidates for honorary degrees to be considered for Commencement 2011. The Blue Ribbon Committee has been charged to raise awareness of the honorary degree selection process and ensure broad-based participation in the process by the academic and constituent community in candidate identification, evaluation, and selection. This committee will carry out the functions outlined in the Clark Atlanta University Ceremonials Committee Handbook. The Committee is chaired by the Provost and Vice President for Academic Affairs and has representation from all constituencies of the University, including faculty, staff and students. (A list of committee members is attached.)

**DEADLINE for SUBMISSION**

For Commencement 2011, the nomination period for candidates for consideration for honorary degrees will begin April 21, 2010 and will continue through July 15, 2010. This is only the time-line for this year. We will review the time-line going forward.

**NOMINATION PROTOCOL**

Any member of the Clark Atlanta University community may submit a candidate for consideration. The criteria and restrictions on the awarding of honorary degrees are included for your reference. Please note that nomination of a candidate does not mean that an Honorary Degree will be granted. Your recommendations will be screened based on the established criteria and will be given the utmost consideration. Therefore, there should be no level of communication with nominees regarding their candidacy. In addition, a fifteen (15) year graduation lapse is required for alumni eligibility to receive the degree and no degree shall be made to a person holding an official connection with the University (i.e., current members of the faculty, staff, administration.)

A nomination packet must include the nominee’s complete contact information; education; professional accomplishments and a statement of no more than two pages outlining the nominee’s qualifications related to the “CRITERIA FOR AWARDING THE AWARD OF THE HONORARY DEGREE.” Information for the nomination packet should be gathered through public sources which will not inform the nominee of their consideration for an Honorary
Degree. Letters of support or “campaigns” for particular nominees are inappropriate. Nomination packets should be sent to the Office of the Provost and Vice President for Academic Affairs, 309 Harkness Hall, transmitted via e-mail to joutler@cau.edu or faxed 404.880.6157.

**CANDIDATE REVIEW PROCESS**

The Blue Ribbon Committee will review supporting documentation and evaluate the suitability of nominated candidates as specified in the Board approved statement on criteria for consideration for awarding of the honorary degree and will recommend candidates to the Trustees’ Committee on Governance and Compensation at its October 2010 meeting. Candidates will be approved by the Board of Trustees at its Annual Meeting in October 2010.

Once a Board-approved candidate has accepted the offer extended by the President to receive the honorary degree, the committee will refer the names of the candidates to the Ceremonials Committee to facilitate the awardees’ participation in Commencement or another “official University event,” (i.e., Convocation.) Upon receipt of the award, the Office of Institutional Advancement and University Relations will work with the Office of Academic Affairs develop a plan to engage and cultivate awardees in University programs and initiatives beyond the period of degree acceptance.

We are looking forward to your participation in this process, securing outstanding nominees for honorary degrees for our University. If you have any questions, please contact the Office of the Provost and Vice President for Academic Affairs at ext. 8754.

Thank you.

cc: Dr. Joseph H. Silver, Sr.  
Mr. Aristide J. Collins, Jr.
BACKGROUND INFORMATION ON NOMINATION FOR HONORARY DEGREES

BLUE RIBBON COMMITTEE ON HONORARY DEGREES MEMBERSHIP

- Provost and Vice President for Academic Affairs, Chair – Dr. Joseph H. Silver, Sr.
- Vice President for Institutional Advancement and University Relations, Vice Chair
- Mr. Aristide J. Collins, Jr.
- Dean for Undergraduate Studies, Dr. Alexa Henderson, Dean
- Dean for Graduate Studies, Dr. Bettye Clark, Interim Dean
- Dean, Arts and Sciences, Dr. Shirley Williams-Kirksey, Dean
- Dean, School of Business Administration, Dr. Edward Davis, Interim Dean
- Dean, School of Education, Dr. Sean Warner, Dean
- Dean, Whitney M. Young, Jr., Whitney M. Young School of Social Work, Dr. Vimala Pillari, Dean
- Chair, Faculty Assembly, Dr. Isabella Finkelstein
- President, Staff Assembly, Ms. Gay-Linn Jasho
- Chair, Ceremonials Committee, Dr. Isabella Jenkins
- Undergraduate Student Government Association Representative, Mr. Kevin Reeves
- Graduate Student Government Association Representative, Ms. Lauren Williams
- Coordinator for Board Relations, Ms. Natalie Baker
- Director of Alumni Affairs, Ms. Gay-Linn Jasho
- President of the University, Ex Officio, Dr. Carlton E. Brown

CRITERIA FOR AWARDING THE AWARD OF THE HONORARY DEGREE

Below are criteria approved by the Board of Trustees on October 19, 2007: *Criteria to award the honorary degree must embrace the mission, core institutional values and diversity reflected among university stakeholders. The selection process must embrace the vision of the University and its mission. It is within this framework that the awardees accomplishments must exhibit;*

1. **Distinguished achievement, contributions to and eminence in such areas as scholarship,**
2. **the professions, public service, business, industry, labor, creative arts, literary, governmental, religious, finance or other endeavors**
3. **Measurable and enduring impact as world statesman, humanitarian, equal opportunity and/or social justice proponent.**
4. **Outstanding qualities for emulation as a role model for graduates and whose acceptance of the nomination brings honor and potential resources to the institution.**
5. **Potential for resoundingly elevating and bringing prominence to the University; and.**
6. **A longstanding relationship to the University. A fifteen (15) year graduation lapse is required for alumni eligibility to receive the degree.**
**RESTRICTIONS**

1. Honorary degrees shall not be awarded in absentia.
2. If, after having indicated a willingness to accept an honorary degree, a candidate becomes incapacitated or becomes deceased, the degree may be awarded at the discretion of the President acting on behalf of the University, with a family member accepting the degree on behalf of the honoree.
3. No more than three degrees shall be awarded at any one Commencement or Special Convocation.
4. No award shall be made to a person holding an official connection with the University.

**NOMINATION PACKET**

A nomination packet should consist of the nominee’s complete contact information; education; professional accomplishments and a statement no more than two pages outlining the nominees qualifications related to the “CRITERIA FOR AWARDING THE AWARD OF THE HONORARY DEGREE.” Information for the nomination packet should be gathered through public sources which will not inform the nominee of their consideration for an Honorary Degree. Letters of support or “campaigns” for particular nominees are not appropriate. Nomination packets should be sent to the Office of the Provost and Vice President for Academic Affairs, 309 Harkness Hall, transmitted via e-mail to joutler@cau.edu or by fax 404.880.6157. If you have any questions, please call 404.880.8754

**TIMELINE FOR NOMINATION AND REVIEW OF NOMINEES**

Nominations will be accepted from April 15, 2010 through July 15, 2010 (proposed). The Blue Ribbon Committee will review supporting documentation and evaluate the suitability of candidate recommendations as specified in the Board- approved statement on criteria for consideration for awarding of the honorary degree and will recommend candidates to the President by September 15, 2010 who will make his recommendations to the Trustee’s Committee on Governance and Compensation at its October 2010 meeting. Candidates will be approved by the Board of Trustees at its Annual Meeting in October 2010.

**TIMETABLE/DEADLINES FOR AWARDSEE SELECTION**

Candidate nominations shall be presented by the President to the Board of Trustees at the October annual meeting.

**NOTIFICATION OF CANDIDATES**

Nominees may not be notified through the nomination process. Candidates who are approved by the Board of Trustees shall be notified of the award by the Office of the President immediately following the annual meeting on approval by the Board of Trustees.