

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.04

AREA: General

SUBJECT: Honorary Degrees

1. PURPOSE

This document sets forth the procedures to be followed in selecting individuals to be awarded honorary degrees. The policy reference for this document is [Board of Regents Policy 21.02 - Honorary Degrees](#).

2. PROCEDURES

- 2.1. Honorary degrees are approved by the Board and awarded by the President of the component university in the name of the Board.
- 2.2. The President of the component university shall form an honorary degree committee for the purpose of reviewing nominations and making formal recommendations to the president. The Senior Vice Chancellor for Academic Affairs shall serve ex-officio.
- 2.3. By February 1 of each year, component university Presidents shall submit to the Chancellor preliminary recommendations for honorary degree recipients.
- 2.4. By March 1, the Chancellor, assisted by the component university Presidents, will review recommendations with the Board.
- 2.5. The component university Presidents shall contact prospective recipients to determine their willingness to accept. The honoree should be in attendance at the event at which the degree is awarded.
- 2.6. The component university President shall submit recommendations for honorary degree conferral for Board action in April.
- 2.7. Honorary degrees may be awarded at other times during the year and the same process will be followed except the timetable will be different.
- 2.8. The honorary degree certificate will be signed by the sponsoring component university President, the Chancellor and the Board Chair.

3. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Vice Chancellor for Academic Affairs

Review: Every three year on or before December 31

4. APPROVAL

Approved: John Antel
Senior Vice Chancellor for Academic Affairs

Renu Khator
Chancellor

Date: November 2, 2011

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	02/19/1998	Initial version
2	10/15/2004	Titles were updated throughout to reflect current operating practices. Section 2.7 was added to document the awarding of honorary degrees at other times during the year. The Component University's Chief Academic Officer was removed as a responsible party. The review period was moved from annually on January 15 th to every three years on or before December 31 st
3	11/02/2011	Applied revised SAM template and added new Revision Log. Updated reference to Board of Regents policy. Removed Section 5, Indexing Terms. No additional changes needed per SME for this review cycle