

**RESOLUTION OF THE
BOARD OF REGENTS OF
NAVAJO TECHNICAL UNIVERSITY**

NTU-APR-1612-18

Approving the Awarding of Honorary Degree Policy and Procedure for Navajo Technical University,
Effective April 2, 2018, attached hereto as Exhibit A

WHEREAS:

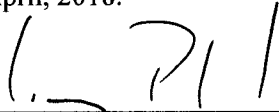
1. The Board of Regents of the Navajo Technical University is responsible for the administration, operations and the development of policy as stated in Navajo Nation Council Resolution, CO-58-16, enacted on November 10, 2016, that amended the University's enabling legislation, codified at 15 N.N.C. §§1201-1210; and
2. Pursuant to the University's enabling legislation, Navajo Technical University (NTU) is organized as an institution of higher learning for the primary purpose of providing post-secondary and post-graduate education programs that serve both the academic and vocational/technical needs of the Navajo Nation and its citizens, 15 N.N.C. §1203(A); and
3. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to employ qualified faculty and staff essential to meeting the University's purposes, 15 N.N.C. § 1203(A); and
4. The Administration of the Navajo Technical University has reviewed the Awarding of Honorary Degree Policy and Procedures for Navajo Technical University and shall begin April 2, 2018. The Human Resources Department of the Navajo Technical University has confirmed that the named document, Awarding of Honorary Degree Policy and Procedure was reviewed and approved by the committee, faculty members and cabinet members of Navajo Technical University.
5. The Administration of Navajo Technical University hereby recommends the Board of Regents of Navajo Technical approve the Awarding of Honorary Degree Policy and Procedure attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Regents of the Navajo Technical University hereby approves the Awarding of Honorary Degree Policy and Procedures, effective April 2, 2018.
2. The President of Navajo Technical University is hereby authorized, directed and empowered to do all things necessary to effectuate the purpose of this resolution.

CERTIFICATION

I hereby confirm that that resolution was discussed and considered by the Board of Regents of the Navajo Technical University at a duly called meeting held in Crownpoint, New Mexico at which a quorum was present and that this resolution was passed by a vote of **6** in favor, **0** opposed and **0** abstained on the 2nd day of April, 2018.



Tom Platero, Chairperson
NTU Board of Regents

Navajo Technical University

Awarding of Honorary Degree Policy and Procedure

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AWARDING OF HONORARY DEGREE POLICY AND PROCEDURE

Policy

Navajo Technical University awards honorary doctoral degrees to individuals who demonstrate distinguished achievement and/or have offered outstanding humanitarian, public service or activity consonant with the mission of the University.

Criteria

Honorary degrees are awarded on the basis of:

1. Eminence, in respective field of scholarship important to the Navajo Nation or the Navajo people, in public service, or in an artistic, cultural affair, literary, governmental, religious, financial, or other endeavor; and
2. Outstanding contribution to Navajo Technical University, in the form of an association or relationship with the University or between the individual's achievements and the mission or life of the University.
3. Significant national impact to social equality, economic, national, ethnic, and cultural diversity, and work reflects the diversity of interests, backgrounds in the University community and the Navajo Nation.

Procedure on Nomination Process

Who May Nominate

Any member of the Navajo Technical University, including faculty, staff, board of regents, students in good standing and alumni, may nominate individuals for consideration for an honorary degree. Nominator is to nominate only one per year and nomination of candidacy may not exceed a total of 15 nominations per year. If more than 15 candidates are nominated, the Nomination Committee will select the top 15 for consideration.

Eligibility

- Employees or Board of Regents in active service of Navajo Technical University are not eligible for honorary degree.
- Honorary degree will not be awarded to active politicians engaged in political campaigns for office in an election year.
- Honorary degree may not be conferred in absentia.

Titles of Honorary Degrees for Conferral

- Doctor of Humane Letters (D.H.L. or L.H.D.) - service to society, culture and scholarship in the humanities (communication, history, language and literature) and social sciences.
- Doctor of Pedagogy (Ped. D.) - outstanding contributions to Navajo education in K-12 or higher education.
- Doctor of Public Service (D.P.S.) - contributions to the public in general or to the public sector in the Navajo Nation.

- Doctor of Science (Sc.D.) - contributions to Science, Technology, Engineering, and Mathematics (STEM).

Nomination Committee

Nomination committee shall be comprised of seven (7) members that are appointed by the University President, including:

- Vice-President
- Dean of Graduate Studies
- Dean of Undergraduate Studies
- Dean of Applied Technology
- One Faculty member appointed by the Faculty Assembly who shall serve staggered two-year terms.
- One Staff Member
- Student Senate Chair

Function of the committee:

- Recommend the nominee to the University President.
- Meet when a meeting is called by the Chairperson.

Conflict of Interest

A conflict of interest arises when an employee of Navajo Technical University uses his/her authority to influence the University's decisions in nominating or selecting an individual for an honorary degree. If the nominator or member of the nomination committee is related to the candidate as an immediate family (immediate family is defined as an individual who is related to the employee as a spouse, father, mother, son, daughter, brother, sister, brother in-law, sister in-law, paternal and maternal grandmother or grandfather), the nominator or member must remove themselves from the process.

Confidentiality

Confidentiality is a mandatory requirement to the nomination process. Under no circumstances should the nominee be informed that his or her name is being considered. Further, the nominator should not solicit letters of support on behalf of the nominee from those outside the University. Official notification of the University's wish to confer an honorary degree upon an individual is made by the University President on behalf of the Board of Regents. All deliberations by the Nomination Committee shall be kept confidential.

Procedure

Step 1:

- a. Nominations shall be submitted to the Nomination Committee Chairperson in writing and shall consist of the following:
 1. A Letter of Nomination;
 2. A Curriculum Vitae not to exceed eight (8) pages
 3. A written description that clearly describes the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and

literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents.

Submit nomination form and all supporting materials by the last Friday of August each year to:

President's Office, Attention: Honorary Degree Nomination Committee
Lower Point Rd/ State Hwy 371, PO Box 849
Crownpoint, New Mexico 87313

Step 2:

- a. The Nomination Committee Chairperson will submit its recommendation to the University President with all nominations that were received and reviewed by the committee.

1	Nominations due to the Honorary Degree Committee	Last Friday of August each year.
2	Nominations due to the University President's office	First Monday of November each year.
3	University President presents recommended nomination to the Board of Regents	Month of January at the Annual Board Meeting
4	Board of Regents places the recommended nominee on regular meeting agenda and under Executive Session	Month of February and March at the Regular Board Meeting
5	University President will notify selected individual within two weeks of the Board of Regents decision.	Month of April

Prohibition on Fees and Honoraria

An honorary degree recipient shall not receive additional monetary or honorarium for accepting an honorary degree or delivering a commencement address or the equivalent.

Rescind

The Board of Regents upon motion of a Regent and passage, and with the support of the faculty and/or staff or student body president, may revoke an honorary degree by a two-thirds vote of Board of Regents if they determined that the action(s) or inaction(s) of the honorary degree recipient are or were so egregious that they violate existing state and federal law and or the policies and procedures governing behaviors of students, faculty and staff of the Employee Handbook of Navajo Technical University.

It is the expectations that recession of an honorary degree will be rare and occur in unique circumstances that truly reflect that the recipient's actions or inactions are so contrary to established legal and social norms that the degree is no longer deserving, and does a disservice to the reputation of Navajo Technical University's decision to revoke their previously awarded degree.

Review and Revisions

The terms of this policy are subject to annual review and revision by the Board of Regents of Navajo Technical University.

Appendices: Nomination Form
 Nomination Form Instructions
 Nomination Rating Form
 Notification Letter Template
 Proposed Degree Format

NTU Honorary Degree Nomination Form

CONFIDENTIALITY IS CRUCIAL TO THE NOMINATION PROCESS

Document Checklist

Nominations submitted without the following documents will be returned to the Nominator:

- ___ Letter of Nomination
- ___ Curriculum Vitae not exceeding eight (8) pages
- ___ Document clearly describing the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents

Important Information

In order to be considered for the May commencement, Nominations are due the last Friday in August of each year.

Nominee Information

1. Name of Nominee: _____

Address: _____

2. Attach a Letter of Nomination on the Nominee's Career for the Degree, not to exceed two pages. (*Please see instructions.*)

3. Include a two-line of an appropriate citation (*Please see instructions for example*)

4. Include nominee's curriculum vitae

5. Degree Proposed (Please check appropriate box)

- ___ Doctor of Humane Letters (D.H.L. or L.H.D.)
- ___ Doctor of Pedagogy (Ped. D.)
- ___ Doctor of Public Service (D.P.S.)
- ___ Doctor of Science (Sc.D.)

6. Nominator's Name: _____

Address: _____

Signature: _____ Date: _____

Nomination Form Instructions

Please note that **CONFIDENTIALITY IS A MANDATORY REQUIREMENT TO THE NOMINATION PROCESS**. Under no circumstances should the nominee be informed that his or her name has been put forward. Further, the nominator should not solicit letters of support on behalf of the nominee from those outside the University. Official notification of the University's wish to confer an honorary degree upon an individual is made by the University President on behalf of the Board of Regents. All deliberations by the Nomination Committee shall be kept confidential.

1. Please include a letter of nomination on the nominee's career and achievements, and the individual's appropriateness for an honorary degree. The letter should present clearly describing the distinguished achievements and impact of those achievements, including contributions to Navajo society, culture, scholarship in humanities (communication, history, language and literature), social sciences, education, public service, science, engineering and related fields; and with supporting documents. The following questions should be answered:
 - a. *What is the specific content of the nominee's contributions?*
 - b. *With all the contributions to the field, why is this nominee of exceptional merit?*
 - c. *Why is the contribution of the nominee especially appropriate to Navajo Technical University?*
2. Please include a two-line draft of an appropriate citation to be used should the degree be conferred. An example: "*For her outstanding contributions towards bringing peace, NTU bestows its highest award on Jane Doe.*" Examples might also include an actor's list of credits and awards; a writer's publications, etc.
3. Please select the degree you believe is most appropriate for your candidate.
4. Any member of the Navajo Technical University, including faculty, staff, board of regents, students in good standing and alumni, may nominate individuals for consideration for an honorary degree. The Nomination Committee (NC) considers **ONLY** nominations received from the University community.

Nominations should be submitted to:

Honorary Degree Nomination Committee
c/o NTU President's Office
Lower Point Rd/State Hwy 371
PO Box 849
Crownpoint, New Mexico 87313

Nomination Rating Form

Nominee Name: _____

The following items are not scored, but required to meet the committee's process.

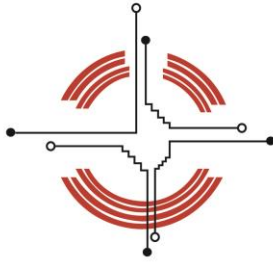
- | | |
|--|-----|
| a. Letter of Nomination | Y/N |
| b. Curriculum Vitae not exceeding eight (8) pages | Y/N |
| c. Document clearly describing the distinguished achievements. | Y/N |

Scoring Information

Average	1-4 points	The nomination minimally addresses the selection criteria with little or no evidence.
Above Average	5-7 points	The nomination addresses the selection criteria, and shows at least two examples of evidence.
Outstanding	8-10 points	The nomination fully addresses the nomination criteria and provides specific and varied examples.

Criteria	Points
The nominee displays importance in respective field of scholarship to the Navajo Nation.	
The nominee displays public service, is artistic and knowledgeable of cultural, governmental, and financial backgrounds.	
The nominee has adequate reason for recognition by Navajo Technical University, in the form of an association and relationship with the University.	
The nominee reflects the diversity of interests, backgrounds, and concerns reflected in the University community and the Navajo Nation.	
The nominee displays specific contents of the contribution.	
The nominee displays to the field of the contribution on its exceptional merit.	
The nominee addresses why the contribution is appropriate to Navajo Technical University and its mission.	
The nominee displays other contribution to the local community and Navajo Nation.	
The nominee's achievements are highly effective.	
The nominee's activities are above and beyond the norm expected.	
Total Score (Out of 100 points total)	

Committee Member Signature/Date: _____



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NAVAJO TECHNICAL UNIVERSITY

E S T A B L I S H E D 1 9 7 9

Date

Nominee
Title

Institution
Address

Dear _____,

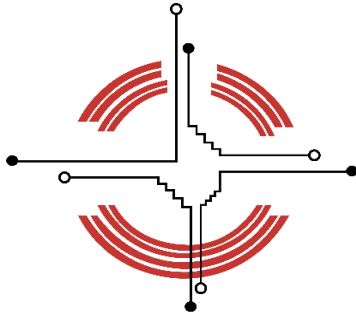
On behalf of the Board of Regents of Navajo Technical University at Crownpoint, New Mexico, I am pleased to announce that you have been nominated and confirmed for the Navajo Technical University Honorary Degree of Doctor _____.

The official announcement will be made at the May Commencement. We hope that you will accept the award. If you approve this nomination, please respond with an acceptance letter to the following address below no later than _____.

NTU President's Office
c/o: Dr. Elmer J. Guy
Lower Point Rd/State Hwy 371
PO Box 849
Crownpoint, New Mexico 87313

Sincerely,

Dr. Elmer J. Guy,
University President



NAVAJO TECHNICAL UNIVERSITY

*at
Crownpoint, New Mexico*

has conferred upon

the degree of

Doctor of -----

*together with all the rights, privileges and honors appertaining to, given
under the authority of the Navajo Technical University Board of
Regents and on recommendation of faculty and staff and the*

School of -----

this 10th day of May, in the year of Two Thousand and Nineteen

University President

Board of Regents Chairperson