The University of Minnesota confers a number of awards and honors on prominent local, state, national, and international persons who have achieved distinction and recognition in public service, enterprise, education and science, literature, and the arts. These awards are made on the basis of policy established by the Board of Regents and procedures determined by the Senate All-University Honors Committee and are not awarded to encourage or reward financial contributions to the University.

The Board of Regents Policy on Awards, Honors, and Recognition can be found at: http://regents.umn.edu/sites/default/files/policies/Awards.pdf. Board of Regents policy requires that no disclosure is to be made to the nominee while his or her name is under consideration.

Purpose statement:

This reference guide is meant to serve as a guide for colleges and units within the University to help them prepare and present awards and honors. The honorary degree, the Outstanding Achievement Award, and the Award of Distinction are the highest awards the University of Minnesota gives. Ceremonies at which they are presented should adequately reflect the prestige the award brings to the individual and the institution.

The protocol outlined in this guide is used for the following awards:

- **Honorary Degree**: The honorary degree is the highest award conferred by the University of Minnesota. An honorary degree may be awarded to an individual who has achieved acknowledged eminence in cultural affairs (doctor of humane letters), in public service (doctor of laws), or in a field of knowledge and scholarship (doctor of science). Nominees cannot be a current member of the University faculty or staff or a sitting Regent, but retirees are eligible. Nominees need not have been educated at or otherwise associated with the University.

- **Outstanding Achievement Award**: This award may be conferred only on graduates, or former students of the University, who have attained unusual distinction in their chosen fields or professions or in public service, and who have demonstrated outstanding achievement and leadership on a community, state, national, or international level. The candidate’s education at the University should represent a significant portion of his or her total postsecondary education. Nominees cannot be a current member of faculty or staff, or a sitting Regent, but retirees are eligible.

- **Award of Distinction**: This award recognizes those who have attained distinction in their field, profession, and/or public or volunteer service and who are not an alumnus or alumna of the University or former member of the University faculty, staff, Board of Regents, or student body.

This guide is divided into five sections:

I. Nominations, Approval, Acceptance, Announcement
II. Materials and Preparation of Materials
III. Presentation Event
IV. Funding
V. Additional Information
I. NOMINATIONS, APPROVAL, ACCEPTANCE, ANNOUNCEMENT

1. Plan to submit the nomination packet to the Senate All-University Honors Committee, c/o Vickie Courtney, director, University Awards and Honors at uawards@umn.edu, at least six months before the date of presentation.

2. Once the Senate All-University Honors Committee, the president, and the Board of Regents have approved the nomination, the president will notify the nominee in writing and ask him/her to send a written acceptance to the president or to call Vickie Courtney, director, University Awards and Honors.

3. Once the nominee accepts, the nominator will be notified by the president. It is only at this point in the process that it is now possible to disclose information about the recipient.

4. Call the nominee and begin to coordinate a date for the presentation of the award. Consider the recipient’s schedule, the president’s schedule, and the schedules of the regent or other dignitaries who will present the award if the president is unavailable.

II. MATERIALS AND PREPARATION OF MATERIALS

- **Honorary degree**: citation in a leather cover and a hood.

- **Outstanding Achievement Award**: citation in a leather cover and a crystal obelisk engraved with the individual’s name and the presentation date.

- **Award of Distinction**: citation in a leather cover and a crystal obelisk engraved with the individual’s name and the presentation date.

1. Once the date has been determined, call Janet Kendra in the Office of the President at least six weeks in advance of the presentation event regarding the preparation of the citation and/or obelisk.

2. She will need the following information immediately:
   - Date of the event
   - Name of the award event contact
   - Name of the citation contact (the person who will read, edit, and finally approve the content of the award once it has been written by University Relations).

3. Janet Kendra will call the event contact when the citation, hood, or obelisk are available to be picked up.

III. PRESENTATION EVENT

Awards are presented at public events. Although these awards are often presented at commencement, awards can be given at other times during the academic year. An award may be presented at any public event at which students, faculty and staff attend, or at a department or college milestone event with the recipient as the keynote speaker.

**Event Contact**

Choose a person to be the event contact from your unit and a person to be the citation contact (the citation contact will read and edit copy written by University Relations). This can be the same person.
Scheduling the Event

1. Try to schedule the event as soon as possible after approval; however, you may want to present the award at a large celebration that is coming up or a special reception. That is fine as long as it works for the nominee.

2. When scheduling a date for the presentation, get a few possible times and check the availability of the president by going to: http://www1.umn.edu/president/the-office/request-appearance/index.html. It is appropriate to have the president read the citation at the presentation. If the president cannot be present, ask a regent, the senior vice president and provost, another vice president or a college dean, or a regents professor.

3. To schedule a regent to confer the award, call the Board of Regents Office (612-625-6300). There are very few exceptions where a regent does not confer. The regent can read the citation in lieu of the president, as well as confer the award.

4. Avoid scheduling the award presentation during regents meeting week (second week of each month) because this is a particularly busy time and it will be very difficult to schedule University administrators.

5. Be sure to double-check the date with the recipient.

6. If the award is to be presented at commencement, be sure to coordinate your plans with the appropriate college commencement planner.

Event locations:

There are many venues on campus from which to choose. Consider the size of your event and whether the recipient is giving a speech.

Some venues to consider:

- Coffman Memorial Union: President’s Room, Mississippi Room, Theater, Campus Club
- McNamara Alumni Center
- Ted Mann Theater
- Walter Library
- Weisman Art Museum
- Nice departmental spaces

Invitations

- View the order form and invitation at http://www1.umn.edu/usenate/alluhonors/invitation_order_form.pdf

- If not using the above mentioned order form, then see the Administrative Brand Policy at http://www.policy.umn.edu/Policies/Operations/OPMisc/BRANDING.html to determine if the Regents Seal is appropriate for your invitation. If your event meets these qualifications, call University Relations (612-624-6868) to obtain the seal. In addition, the University of Minnesota wordmark must be used on the invitation somewhere; you can access it at https://www.ur.umn.edu/brand/logo-and-template-downloads/index.php.

- Prepare an appropriate guest list to include, at minimum, the recipient’s significant other and family. Extending an invitation to colleagues and friends is encouraged.
Speakers, Participants, and Presentation

- Determine who is going to speak.
- To be sure your speakers do not simply duplicate what will be read in the citation, offer to script the remarks.
- Identify an emcee to introduce the presenter, regents and the award recipient.
- The recipient, if he/she speaks, should do so after the award is presented.

Honorary degree recipients receive both a citation and hood. If the award is given during a formal ceremony where people are dressed in academic regalia, the president and regent, or department chair, nominator, or college dean should hood the recipient. If it is not a formal academic event and participants are not in academic regalia, the recipient should decide if he or she prefers to have the hood placed around his or her neck or have it handed to him or her.

- Outstanding Achievement recipients receive a citation and an engraved crystal obelisk. The obelisk will be presented by the president, regent, department chair, nominator, or college dean.
- Award of Distinction recipients receive a citation and an engraved crystal obelisk. The obelisk will be presented by the president, regent, department chair, nominator, or college dean.

Regalia

This information is the same for both the honorary degree and the Outstanding Achievement Award. Determine the type of event. If it is ceremonial, wear academic regalia. If not, the decision can be made by the award recipient. If the recipient is from another country, you need to learn about his/her expectations. To determine cultural protocol and to obtain additional information about hosting international recipients, contact Global Programs and Strategy Alliance (612-624-5580).

Event Day

- Tell all participants what time you want them to arrive and where to come.
- Go over details when ceremony participants arrive. Be sure they know their roles.
- Tell everyone that a photograph will be taken when the hood or crystal obelisk is presented. It is helpful to have the photographer talk to the participants before the event if possible. You may need to give the presenters a few suggestions for good photos, (i.e.) stepping to the side when the recipient is hooded or the crystal obelisk is presented.
- Tell the presenters that the hood or crystal obelisk, and citation will be at the podium.
- Have water and glasses at the podium for speakers.

Photography

The nominating department is responsible for finding and paying a photographer for the event. If you need help finding a photographer call University Relations at 612-624-6868 and ask for a list of freelance photographers.

Tell your event photographer what you plan to do with the photographs, (i.e. use them in a publication, give copies to the recipient, or keep them in the department as a record of the event). This information helps the photographer plan what equipment to bring and how to direct the participants posing for the photographs.
News

To generate media coverage about your event, contact a news service representative in University Relations (612-624-6868).

IV. FUNDING

- Costs of the event are the responsibility of the department or college.
- Office of the President/University Relations bears the costs of the citation, crystal obelisk, and hood. However, if the date is changed after engraving and printing are complete, the department /college may bear the cost of reordering.

V. ADDITIONAL INFORMATION

Senate All-University Honors Committee: http://www1.umn.edu/usenate/committees/alluhonors.html

Contact Numbers

Vickie Courtney, University Awards and Honors (612-625-4805)
Janet Kendra, Office of the President (612-624-1345)

For information on planning the Alumni Service Award event, go to: