2020 Honorary Degree and Commencement Speaker Nominations
Nomination Letter Checklist

Please reference the following checklist for information that should be included in your nomination letter. Your letter should be addressed to: Honorary Degree Advisory Committee, c/o Erin Dickinson, Assistant Trustee Coordinator, 358 Waterman Building, 85 South Prospect Street, Burlington, VT, 05405. Please note that the deadline for nominations is Tuesday, February 19, 2019.

Please check the following:

- Letter indicates if nomination is for an Honorary Degree or Commencement Speaker.
- Your contact information includes Full Name, Email Address, Phone Number, and Mailing Address.
- Nominee contact information includes Full Name, Title, Email (if available), Phone Number (if not direct line, please indicate who the contact is for phone number), Mailing Address.
- Letter indicates which of the following nomination criteria that apply to your Nominee:
  - Nominee demonstrates outstanding achievement or service at or for the benefit of the University of Vermont.
  - Nominee demonstrates outstanding achievement or service in or for the benefit of the State of Vermont.
  - Nominee demonstrates outstanding achievement or service in the nation or the world.
  - Nominee exhibits sustained and dedicated commitment to public life and service.
  - Nominee has made significant contributions to the advancement of knowledge.
  - Nominee has made significant contribution to the University of Vermont’s ability to achieve its mission.
- Letter explains why and how Nominee has acquired recognition based on the applicable criteria listed above.
- Letter includes information concerning Nominee’s education. When listing degrees earned, please include institution and year.
- Summary of Nominee’s career included.
- Honors and Awards Nominee has received are referenced (if applicable).
- Please include information on whether Nominee has a direct connection to the University of Vermont.
- Sources – Please include sources where Nominee information can be located. These can include internet sources.
- For Joint Nominations – If you are submitting a nomination in conjunction with other nominators, for a specific nominee, please reference who you are jointly working with in your letter.