

2023 Honorary Degree 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 Jonathan D'Amore, Special Assistant to the President, 350 Waterman Building, 85 South Prospect Street, Burlington, VT, 05405. Please note that the deadline for nominations is **Tuesday, March 15, 2022.**

Please check the following:

- 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.