

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 36-2628

27 DECEMBER 2011

Personnel

AIR UNIVERSITY HONORARY DEGREES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AU/CFAB

Certified by: HQ AU/CF
(Dr. Bruce T. Murphy)

Supersedes: AUI 36-2328, 23 May 2007

Pages: 4

This instruction implements AFD 36-26, *Total Force Development*. It establishes procedures for nominating, submitting, and awarding Air University (AU) honorary degrees. It applies to all AU organizations; it does not apply to the AFRC or ANG. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This publication directs the collection and maintenance of information protected by the Privacy Act of 1974; authority: 10 U.S.C. 8013, *Secretary of the Air Force*; AFI 36-2301, *Developmental Education*. System of Records Notice F036 AETC M, *Air University Academic Records*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document incorporates changes for presenting honorary degree hoods and updates responsibilities.

1. Authority. The approval authority to select and award honorary degrees is the Air University Commander and President as authorized by the Secretary of the Air Force based on the guidance and support of the AU Board of Visitors (BOV). Honorary degrees will only be awarded at the Air University level.

2. General.

2.1. Purpose. This instruction provides an honorary degree (Doctor of Letters, Doctor of Laws, Doctor of Science, *honoris causa*) to recognize individuals who have made extraordinary contributions in education, governmental, public service, civic, and community affairs; industry, commerce and labor; and the arts, letters, and sciences. The achievements for which the doctorate is awarded may contribute directly to the success of Air University, the United States Air Force, or the nation. It should be clear to those attending the ceremony at which the doctorate is awarded that the individual being honored is clearly one who has made a significant contribution.

2.2. Responsibilities. Responsibility for awarding the honorary degree is the Air University Commander and President.

3. Policy.

3.1. An honorary degree is awarded only in exceptional circumstances. No more than three honorary degrees will be given per year and no individual will be allowed to receive more than one honorary degree. Conferral of honorary degrees will normally take place during faculty convocations or school graduation ceremonies.

3.2. Honorary degrees will not normally be awarded to any current (or previous) Air University faculty or staff, members of the AU BOV, or current holders of political office.

3.3. A recipient of the degree is forever associated with the University and must be of sufficient stature to bring additional prestige to the University.

3.4. A recipient of the degree will be referred to as Doctor at all future interactions with the university.

3.5. Public announcement of the award will be made exclusively by the Air University Commander and President.

3.6. A recipient of the degree will be presented with a custom-ordered Honorary Degree Hood during the ceremony.

4. Nomination Process.

4.1. Nominations are accepted from center/school commanders/commandants, organizational directors, AU BOV, etc. AU centers and organizations are responsible for determining their own internal nomination processes. Nomination packages are due no later than 1 October of each year and must include the following information:

4.1.1. Biographical information (such as name, current title, address and phone number).

4.1.2. Scholarly activities (such as education, professional history, research or publications).

4.1.3. Achievements or contributions to Air University, the Air Force, or the nation.

4.1.4. One-page citation in portrait style format consisting of not more than 200 words.

4.2. Nominations are reviewed by the AU BOV and their recommendations are provided to the Air University Commander and President for consideration and final selection.

5. AU/CFAB.

5.1. Sends out the “call for nominations” no later than 1 August of each year to AU schools and organizations for nomination submissions.

5.2. Serves as Project Officer for the honorary degree ceremony.

5.3. Prepares memorandum from AU/CC to AETC/CC announcing honorary degree recipient and presentation ceremony details.

5.4. Maintains historical records and display of recipient photos on presentation wall of AU Commander’s hallway.

6. AU/CFR. Prepares the official certificate and presentation folder (with framing, if necessary) for presentation.

7. AU/PA. Coordinates with base and local media; prepares news article release; and records ceremony (video and photography).

8. AU/CCP. Assigns an experienced Protocol Officer responsible for tasks necessary to support an AU/CC-level ceremony (e.g. lodging reservations, reception, escort officers).

DAVID S. FADOK, Lieutenant General, USAF
Commander and President

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-26, *Total Force Development*, 27 September 2011

AFI 36-2301, *Developmental Education*, 16 July 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AU—Air University

BOV—Board of Visitors