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|  <b>UNIVERSITY OF<br/>DENVER</b>   | <b>UNIVERSITY OF DENVER<br/>POLICY MANUAL<br/>AMICUS AWARDS</b> |   |
| <b><u>Responsible Department:</u></b> Human Resources and Inclusive Community<br><b><u>Recommended By:</u></b> Provost, VC Human Resources and Inclusive Community<br><b><u>Approved By:</u></b> Chancellor | <b><u>Policy Number</u></b><br>HRIC 3.40.070                    | <b><u>Effective Date</u></b><br>4/18/2025 |

## I. INTRODUCTION

This Policy sets forth the eligibility criteria and the nomination process for Amicus Awards.

## II. POLICY OVERVIEW

### Eligibility

The honorary title "Amicus Universitatis" or "Amica Universitatis" may be awarded to appointed employees in administration, research, professional, or support positions, if either of the following criteria are met:

1. Upon retirement with at least 10 years of dedicated and effective service to the University; or
2. Upon voluntary termination after completion of at least 20 years of dedicated and effective service to the University.

## III. PROCESS OVERVIEW

### Nominations

Nomination for this award may be made by any member of the University community, but such nominations must be supported by the nominee's present or former department manager or appropriate Vice Chancellor. Nominations will be reviewed by a committee, composed of:

1. A representative of the Human Resources and Inclusive Community Department;
2. A representative of the University of Denver Retirees; and
3. A representative to be named by the Senior Vice Chancellor of University

Relations.

#### IV. DEFINITIONS

None

| <b>Revision<br/>Effective Date</b> | <b>Purpose</b>  |
|------------------------------------|---|
| <i>6/28/2021</i>                   | <i>Minor revisions</i>  |
| <i>4/18/2025</i>                   | <i>Minor Revisions to update name of Marketing and Communications to "University Relations"</i> |