

Procedure Number:	2500p
Procedure Title:	Honorary Degrees and Awards
Approved by:	Academic Council
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The Honorary Degrees and Awards Committee (the “Committee”) reviews completed nomination submissions. Respecting nominee confidentiality, meetings are held *in camera*.

Nominations for Honorary Degrees and Awards

In Spring of each year, the Committee will issue a call for nominations to the University Community. This will usually consist of a communication to Department Chairs, faculty, staff, and students. While the Committee will actively solicit nominations from the Academic Council, Department Chairs, and Program Chairs, all members of the University community are encouraged to generate and submit nominations. Despite the call for nominations being issued on an annual basis, Academic Council and the Committee encourage year-round discussion and reflection about potential nominees within the University community.

Nominations will be accepted at any time during the year, but only those received by the annual deadline will be considered for that year’s nomination cycle.

Nominators should ensure that their nomination package is as complete as possible. The following documentation must be included with the nomination package:

- A summary of the nominee’s accomplishments, the significance of their achievements, and the impact they have had on the local, national, or international community.
- A biography or résumé outlining education, career, community experience, and other honours received.
- A minimum of two, and no more than three, letters of support must be submitted from individuals knowledgeable about the nominee’s accomplishments and related impact, at least one of whom is an active member of the UCW community (faculty, staff, etc.). The letters should further enhance the information contained in the other documentation provided with the nomination with comments on the nominee’s achievements. The letters should define the writer’s relationship with and knowledge of the nominee and their achievements.
- The nominee’s contact information, including phone, email, and mailing addresses.

Individuals approached to write letters of support must be informed of the need to maintain confidentiality in accordance with the Honorary Degrees and Awards Policy 2500.

The Committee reserves the right to request further information.

Criteria

The Committee considers the following criteria for all **Honorary Degrees**:

- Alignment with the University's vision, mission and goals;
- Noteworthy community and public service contributions;
- Distinguished and noteworthy achievement in their field of study or service during their career;
- A legacy of respect and understanding towards others;
- A legacy of humanitarian contributions;
- An outstanding contribution to the field of Entrepreneurship; and
- Potential for the nominee to enhance student learning at the University and the reputation of the University.

The Committee considers the following criteria for a **Distinguished Teaching Award**:

- Outstanding and sustained achievement in education (*e.g.*, development of new courses and curriculum, contributions to the scholarship of teaching, development of effective teaching methods, instructional innovation and contributions that improve the teaching of colleagues);
- Scholarly activity;
- Support of respect, diversity, and team development; and
- Full or part-time faculty status with ongoing instruction of at least six courses per annum.

The Committee considers the following criteria for a **Distinguished Service Award (staff & faculty)**:

- Significant contributions to UCW over years of service;
- Outstanding accomplishments that have benefited UCW and/or the community; and
- Important contributions that support and reflect UCW's mandate, mission, and values.

The Committee considers the following criteria for an **Outstanding Alumni Award**:

- Outstanding prominence, within their career, field, or industry;
- Prominence through personal efforts in any human endeavour that forms a record of accomplishment impressive to UCW faculty, students, and the public; and
- Outstanding voluntary service in the community, industry, or profession at local, national and/or international levels.

The Committee considers the following criteria for **Emeritus/Emerita Designation**:

- There are no fixed criteria for the selection of the designation, although generally nominees will have demonstrated exemplary and significant academic contributions to UCW or the appropriate faculty or department.

In determining which candidates to recognize by awarding an honorary degree or award, the Committee and Academic Council, will, over time, attempt to achieve a balance across backgrounds, disciplines, and spheres of contribution, as well as to recognize and reflect Canada's national character, regional and cultural diversity, and the diversity of the UCW community.

Review by the Committee

Following the deadline for the call for nominations, the Secretary of the Committee must acknowledge the receipt of each nomination in writing.

The Committee must:

- Review all nominations to ensure they are complete and ready to be reviewed;
- Prepare a complete list of all complete nominations that have been received;
- Undertake additional research and due diligence on nominees to provide any additional relevant information during its deliberations;
- Conduct an assessment of the nominations based on the criteria above, UCW's commitment to diversity, and the relative merits of the candidates in each category vis-à-vis each other and other prominent individuals who may not have been nominated; and
- Hold a vote by either show of hands or secret ballot to determine which honorees and award recipients are to be recommended to the Academic Council for its consideration and approval;
- Develop a list of its recommended honorees and award recipients, including the rationale for each recommendation.

To be recommended by the Committee for an honorary degree or other award, a nominee must have the support of most members present and voting. Members of the Committee who nominate or write letters of support for a nominee must withdraw when that nominee is being considered by the Committee.

Selection of Honorees and Award Recipients

The Committee must provide to the voting members of the Academic Council:

- list of its recommended honorees and award recipients, including the rationale for each recommendation;
- the nomination package for each of its recommended honorees and award recipients; and
- any other information it deems appropriate.

The presentation and consideration of recommendations by the Committee to Academic Council will be conducted *in camera* and with voting members only. Each nominee's name is to be presented to the Academic Council for consideration individually and requires the support of two thirds of members present and voting.

Role of the President's Office

The President is responsible for extending offers of honorary degrees and awards to the recipients approved by the Academic Council and endorsed by the Board of Governors. President's Office communicates with recipients and obtains release forms from recipients for the use of photos and biographies.

Awarding of Honorary Degrees and Awards

For honorary degrees, the President, in consultation with the degree recipient, will prepare a brief citation for the honorary degree. At Convocation:

- the Chancellor confers the honorary degree on the recipient;
- the Academic Council Secretary hoods the degree recipient; and
- the President presents the honorary degree parchment.

The Distinguished Teaching Award is acknowledged at Convocation with the presentation of a citation and monetary allocation in support of the recipient's scholarly activity for the coming year.

The Outstanding Alumni Award is acknowledged at Convocation with the presentation of a citation and certificate proclaiming the award.

The Distinguished Emeritus/Emerita Designation is acknowledged at Convocation with the presentation of a citation and certificate proclaiming the award.

The Distinguished Service Award is acknowledged at a special service award ceremony hosted annually at UCW.

Responsibility

Members of the Honorary Degrees and Awards Committee are appointed by the Chair of Academic Council. If a vacancy occurs, the Chair makes an appointment to complete the term.

The Honorary Degrees and Awards Committee is comprised of:

- Vice President Academic, Chair (ex officio, voting)
- Six voting members, including:
 - Two faculty members appointed by the Chair of the Academic Council, at least one of which must be a member of the Academic Council (2-year term)
 - One Department Chair (2-year term)
 - Director, Student Affairs & Services
 - One Support Staff from the Academic Council (1-year term)
 - One Student member of Academic Council (1-year term)
- Academic Council Secretary (non-voting)