

Honorary Degrees & Awards Committee Terms of Reference

Responsibilities

The Honorary Degrees & Awards Committee is responsible for:

- Advising the Senate on policies, procedures, priorities and criteria for student awards and honours;
- Encouraging the submission of nominations for the various Senate honours and awards from a wide range of constituencies in the University Community;
- Encouraging the submission of nominations for the various Senate honours and awards from a wide range of constituencies in the University Community;
- Receiving nominations for honours and awards within the purview of the Senate, including: Honorary Degrees, Teaching and Learning Awards, Emeritus/Emerita Designations, and other awards;
- Where it is deemed necessary by the Committee, seeking additional information from nominators;
- In accordance with the relevant University Policies, namely Policy No. 2500, “Honorary Degrees & Awards Policy” and the associated procedure, evaluating and recommending to the Senate nominees for Honorary Degrees, Distinguished Awards, Emeritus/Emerita Designations, and other awards;
- Developing and maintaining a pool of nominees for honorary degrees from which candidates may be drawn over time;
- Evaluating student candidates for medals and select awards, and making recommendations to the Senate;
- Considering and making recommendations to the Senate regarding:
 - revisions and modifications to the criteria, qualifications, and required supporting material for awards or changes to the categories of awards;
 - proposed revisions to relevant University policies,¹ including Policy No. 2500, “Honorary Degrees & Awards Policy” and the associated procedure; and
 - any other matters concerning forms of recognition which the Senate may refer to the Committee;

¹ <https://www.ucanwest.ca/about/policies>

- Establishing such subcommittees as needed to fulfill the Committee's responsibilities, as well as reporting mechanisms for these subcommittees; and
- Other duties as assigned by the Senate.

Membership and Terms of Office

The Honorary Degrees & Awards Committee will be composed of:

- Seven (7) voting members, including:
 - Vice President Academic (Chair)
 - Two faculty members appointed by the Chair of the Senate, at least one of which must be a member of the Senate (2-year term)
 - One Program Chair (2-year term)
 - Director, Student Affairs & Services
 - One (1) Staff, Member of the Senate (1-year term)
 - One (1) Student, Member of the Senate (1-year term)
- Non-voting members, including:
 - Senate Secretary (also the Secretary of the Committee)

Total Membership: 8 (7 voting members)

Chair and Vice-Chair

The Vice-President Academic is the Chair of the Committee. The Committee will elect a Vice-Chair from its ranks at the first meeting, who will serve for a term of one (1) year.

The Chair is responsible for:

- chairing the meetings of the Committee;
- preparing the agenda for meetings of the Committee;
- reporting the recommendations of the Committee to the Senate; and
- ensuring that the Senate policies and procedures are up-to-date and distributed to the University Community.

The Vice-Chair must be a voting member of the Senate and is responsible for:

- chairing the meetings of the Committee in the Chair's absence; and
- assisting the Chair in the fulfillment of their duties to the Committee.

Secretary

The Secretary is responsible for:

- keeping a confidential record of all nominations received by the Committee for all awards and honours within the Committee's responsibility;

- recording in the minutes, without naming the mover and seconder, the decision of the Committee to strike a name from the list, to hold a name, or to forward a name to Senate; and
- keeping a confidential record of all candidates previously considered by the Committee and Senate.

Meetings

Meetings of the Honorary Degrees & Awards Committee are normally closed. A committee may determine that the whole or part of any Committee discussion or of any document presented to the Committee shall be held in confidence.

Meeting Schedule

The committee meets on an as-needed basis, with a minimum of two meetings per year.

Quorum

Four (4) voting members.

Tie votes

In the event of a tie, the Chair may vote to break the tie.

Reports to the Senate

The Committee will provide an annual report on its activities to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

2022.05.06

2022.10.13