

***TERMS OF REFERENCE FOR SENATE STANDING COMMITTEES**

Committee on Honorary Degrees and Other Forms of Recognition

1. The Committee shall:
 - a) recommend to the Senate candidates for honorary degrees;
 - b) recommend to the Senate additions to the convocation roll;
 - c) recommend to the Senate changes to the criteria and qualifications for candidates for honorary degrees or for candidates for addition to the convocation roll; and
 - d) make recommendations to the Senate on any other matters concerning forms of recognition which the Senate may refer to the Committee.

Criteria for the Selection of Candidates for Honorary Degrees

2. By awarding honorary degrees, the university attempts to recognize extraordinary achievement in community, national or international service, and honour individuals whose accomplishments are of such excellence that they provide, through example, inspiration and leadership to the graduates of the university.
3. Candidates for honorary degrees must normally have an exceptional record of distinction and achievement in at least one of:
 - a. scholarship,
 - b. research,
 - c. teaching,
 - d. the creative arts, or
 - e. public service.
4. The Committee may recommend a candidate for an honorary degree if that candidate's distinction and achievement, though not fitting the categories listed above, manifests outstanding personal qualities that the Senate may wish to recognize and whose acceptance of an honorary degree would bring acclaim to the university.
5. In making its recommendations, the Committee should attempt to reflect regional and cultural diversity and the character and diversity of the university itself. For each regular convocation, the Committee should try to recommend at least one candidate who has or had some connection with British Columbia or the university.
6. Normally, individuals holding political office or a current appointment at the university are not eligible for consideration for honorary degrees.
7. When the Senate decides to have a special convocation, it may establish special criteria for candidates for honorary degrees and the number of honorary degrees to be awarded at that special convocation.
8. On occasion, candidates for honorary degrees may be selected so as to reflect a theme that, in the opinion of the Senate, is of importance to the university.

Approval by Senate for Conferral of Honorary Degrees

9. Recommendations of candidates for honorary degrees will be considered at the closed meetings of the Senate.
10. The Committee will recommend to the Senate that it approve the conferral of an honorary degree on a candidate.
11. If the Senate approves the recommendation from the Committee for conferral of an honorary degree, the candidate will be added to a pool (list) of candidates who should be offered honorary degrees.
 - 11.1 If an approved candidate accepts an honorary degree, the receipt of the honorary degree shall be scheduled at a time that is mutually convenient to the university and the candidate, provided that it is no longer than three years after placed in the pool.
 - 11.2 When necessary, the Committee may recommend that the Senate approve the convocation at which a candidate is to receive an honorary degree at the same time conferral of the honorary degree is approved.
12. A person recommended to the Senate for an honorary degree shall be placed in the pool only if two-thirds of the Senate members present vote in favour of approving the conferral of an honorary degree. Recommendations not meeting this requirement will automatically be referred back to the Committee.
13. The Secretary of the Committee shall maintain the pool of the candidates the Senate has decided should be offered honorary degrees. The Committee shall regularly provide the Senate with the list of names of candidates in the pool.
14. If a candidate who has been added to the pool is not awarded an honorary degree within three years of being placed in the pool, that candidate is automatically removed from the pool unless the Senate, normally on the recommendation of the Committee, decides that the candidate should remain in the pool for up to three more years.

Awarding of Honorary Degrees

15. Except in unusual circumstances and only at the discretion of the Senate, a candidate for honorary degree must attend a convocation ceremony to receive the honorary degree in person.
 - 15.1 If, after having indicated a willingness to accept an honorary degree, a candidate becomes incapacitated or dies, the honorary degree may be awarded at the discretion of the Chair of the Senate acting on behalf of the Senate.

Procedures for Nominating Candidates for Honorary Degrees

16. Members of convocation and members of the university community may send nominations for candidates for honorary degrees directly to the Committee; others who wish to nominate candidates must do so jointly with a member of convocation.
17. Nominations for candidates for honorary degrees should be in writing and should be sent to the Secretary of the Committee. Recommendations must include:
 - a. a nomination letter including detailed specification and documentation of the candidate's distinctions and achievements;

- b. the current name and contact information of the candidate;
- c. the candidate's curriculum vitae; and
- d. two letters of support for the candidate.

Procedures of the Committee

18. The Secretary of the Committee shall acknowledge the receipt of each nomination of a candidate for an honorary degree in writing.
19. The deliberations of the Committee shall take place *in camera* and are confidential to the Committee. The Committee shall not disclose to anyone, except by making a recommendation to the Senate, what it decides about any of the nominations it receives.
20. Members of the Committee who nominate or write letters of support for candidates shall withdraw from the room when that candidate is being considered by the Committee.
21. The Committee shall use criteria approved by the Senate for selecting those nominees to recommend to the Senate.
22. Normally the Committee shall consult with the appropriate Chair, Director, or Dean if the proposed candidate is recommended on the basis of distinction in an academic area represented at the University.
23. When the Committee recommends a candidate for an honorary degree to the Senate, it shall provide Senate with the nomination information and any other information the Committee deems appropriate.
24. The Committee shall meet at least twice annually to consider nominations for honorary degrees.

Composition

- Chancellor (Chair), ex officio (voting)
- President or nominee, ex officio (voting)
- 6 faculty members, at least 2 of whom must be members of Senate (voting)
- 1 Alumni Association representative (voting)
- 1 student member of Senate (voting)
- Director, University Ceremonies and Events, ex officio (non-voting)
- Associate University Secretary (Secretary)

*Approved by Senate 12 June 1974

Amended 1 April 1981

Amended 9 May 1984

Amended 7 January 1987

Amended 5 October 1994

Amended 7 October 1998

Amended 3 October 2001

Amended 9 January 2004

Amended 5 February 2005

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