

<b>Policy Name:</b>	Honorary Degree Committee Policy		
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<b>Chapter:</b>	10. Honorary Degree Committee Policy	<b>Responsible Office:</b>	Office of University Relations
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### Policy Statement

NSCAD University values the history and traditions of academia and understands the importance of establishing criteria and process for the awarding of honours to distinguished individual's in recognition of extraordinary achievement and/or contributions to the University. As such, those involved in conferring an honorary degree and the appointment of a Life Fellow must meet or exceed the criteria and follow the process requirements defined in this policy.

### Reason for Policy

The purpose of this policy is to establish the University's criteria, standard and process for conferring an honorary degree and the appointment of a Life Fellow of NSCAD University.

### Policy Applies to

- All members of the University community

### Who Should Read this Policy

- All members of the university community

### Contacts

Approval Authority: Senior Management Team

## General Principle

The Honorary Degree Committee's mandate is to review and select individuals who meet the criteria for the awarding of an honorary degree and appointment as life fellow of NSCAD University. The single most important criterion for selection is a level of excellence or exceptionality that the recipient has shown in one or more fields. This principle should govern all deliberations of the Honorary Degree Committee (the "Committee").

## Honorary Degree

### 1. Extraordinary Achievement

By awarding honorary degrees, NSCAD University seeks to recognize extraordinary achievement, in Canada or abroad, in community, national or international involvement, and to honour those individuals whose accomplishments are of such generally perceived excellence that they provide, through example, inspiration and leadership to the graduates of the University. Their esteem should be such that, by virtue of accepting an honorary degree, their presence will bring honour and distinction to NSCAD University.

The Committee defines as broad a range of categories for achievement as possible in obtaining and considering nominations. In determining the leaders and exemplars to honour, it will seek over time to achieve a balance across disciplines and backgrounds. The Committee also considers the association nominees may have with NSCAD University or with higher education more broadly. The Committee also attempts to reflect the national character of Canada, the desirable features of its regional and cultural diversity, and the character and diversity of the University itself. As such, it is necessary for the Committee to have a diverse pool of candidates so that it may consider diversity in all of its dimensions.

### 2. Criteria for Selection

The role of the Committee is to review and select outstanding candidates for honorary degrees across a range of academic disciplines and non-academic areas of achievement. The Committee will seek nominations of candidates who have demonstrated:

- 2.1. Inspirational leadership in, or service to, society;
- 2.2. Outstanding contributions to, or leadership in, a field or discipline of study or a non-academic area of achievement; or
- 2.3. Significant pattern of outstanding achievement at, or contributions to, NSCAD University.

Particular consideration will be given to those candidates whose contributions or leadership have not yet been widely recognized, but which merit such recognition. Every effort will be made to select candidates who are reflective of the diversity of the University community and of Canadian society.

### 3. Eligibility

- 3.1. The following persons are not eligible for consideration for an honorary degree:
  - 3.1.1. Current members of the faculty, staff, the Board of Governors, or their immediate families. Such members may not be considered for nomination until a minimum of one year has passed since their active connection with the University has ended;
  - 3.1.2. Current students;
  - 3.1.3. Individuals who are active in any level of Canadian political life, although exceptions may be made for Governors General or Lieutenant-Governors, judges and others whose appointments place them outside active partisan politics.

- 3.2. Honorary degrees are not normally granted in absentia or posthumously. Honorary degrees will be conferred posthumously if the honoree was approved by the Committee, was offered and accepted the honorary degree, but died before the degree could be conferred.
- 3.3. Candidates who have accepted an invitation to receive an honorary degree but have cancelled an invitation twice without reasonable cause.

#### **4. Degree**

Doctor of Fine Arts honoris causa (D.F.A.): Awarded for outstanding achievement or leadership in a field, discipline of study, or non-academic endeavour or for exceptional service to the University or the community at large.

#### **Life Fellow**

#### **5. Extraordinary Achievement**

By appointing an individual as a Life Fellow NSCAD University seeks to recognize former faculty, staff, alumni and other individuals who have made significant, long term contributions to the life and development of the University. The recognition is seen as an appropriate way in which to honour persons who might not be nominated for an Honorary Degree.

#### **6. Eligibility and Criteria**

- 6.1. The following persons are not eligible for consideration for an honorary degree:
  - 6.1.1. Current members of the faculty, staff, the Board of Governors, or their immediate families;
  - 6.1.2. Current students;
  - 6.1.3. Individuals who are active in any level of Canadian political life, although exceptions may be made for Governors General or Lieutenant-Governors, judges and others whose appointments place them outside active partisan politics.
- 6.2. Life fellow are not normally granted in absentia.

#### **7. Committee Membership**

- 7.1. Ex Officio Voting Members
  - 7.1.1. President (Committee Chair);
  - 7.1.2. Associate Vice-President, University Relations;
  - 7.1.3. Associate Vice-President, Student Experience and Registrar.
- 7.2. Elected Voting Members
  - 7.2.1. One member of the Board of Governors;
  - 7.2.2. Three members of Faculty, appointed by Senate;
  - 7.2.3. One member of the Student body, appointed by the Student Union.

#### **8. Procedures**

- 8.1. At least once annually, the President will issue a call for nominations which will be broadcast widely by the Office of University Relations to the university community, using traditional means and any additional avenues suggested by members of the Committee.
- 8.2. Nominations may be made by any member or constituent group of the University community, or by an external nominator. Any potential conflict of interest with respect to the nominee (association or connection with the nominee) should be disclosed as part of the nomination submission. No application from any person desirous of receiving the honour of the University shall be entertained.
- 8.3. Nominators should ensure that their nomination letter and supporting materials provide reasons for the nomination that are as complete as possible. They should cite the pre-eminence of the individual nominee in

his/her respective field, and/or achievements and accomplishments of an outstanding nature. If submitting multiple nominations, they are encouraged to provide a ranking for those nominations. This will both assist the Committee in their deliberations and may reduce the amount of supplementary information requested by the Committee. It is important to note that submissions will be accepted at any time during the year, though only those received by the annual deadline will be considered for that year's nomination cycle. Nominations may be submitted at any time to the Office of University Relations.

- 8.4. To assure the confidentiality of the process, nominators shall keep the nomination confidential from the nominee. Do not initiate a letter-writing campaign to support nomination; doing so will not influence the outcome.
- 8.5. The President or his/her delegate will review submitted nominations to ensure that they meet the criteria set above before they are considered by the Committee. Names of nominees who meet the criteria will be added to the list of potential candidates for a period of three years from the date of nomination, at which time, if the nominee has not been selected for recommendation, the name will be removed from the list. If the person is subsequently re-nominated, the name will again be added to the list for an additional three-year period, provided that they continue to meet the criteria.
- 8.6. The Committee will review the active list of nominations as required to meet the annual convocation cycles and will recommend prospective candidates who meet the established criteria. The Committee will regularly review the criteria and pattern of nominations and awards to ensure alignment with the goals of the Committee and the University. Committee deliberations are confidential and conducted in-camera.
- 8.7. All decisions of the Committee will be by majority vote. A quorum for Committee meetings consists of 4 members.
- 8.8. Approved candidates will be contacted directly by the President and invited to receive the honour. Upon acceptance of this invitation, the names will be confirmed to the Office of the Registrar and the Office of University Relations by the President on a confidential basis and will remain confidential until such time as a public announcement has been made by the President.
- 8.9. The Board of Governors may suspend the provisions of these criteria and procedures by a two-thirds vote in favour.

## **9. Confidentiality**

Nominations made to and the deliberations of the Honorary Degree Committee must be held in strictest confidence. The only names ever made public are the names of those nominees who are offered and who accept a degree.