

Honorary Awards - Procedures

1. Purpose

1.1 The purpose of these procedures is to define the selection criteria and processes for nominating and awarding honorary awards.

1.2 This policy must be read in conjunction with the linked Honorary Awards - Governing Policy.

2. Scope and application

2.1 These procedures apply to all nominees and recipients of honorary awards.

3. Definitions

3.1 Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

4. Honorary Doctorate

4.1 The Honorary Doctorate is the highest recognition the University can bestow.

4.2 Nominees for the award of Honorary Doctorate should have achieved excellence in one or more significant areas of human endeavour, such as:

- (a) scholarship or creative activity;
 - (b) professional achievement;
 - (c) the arts and sport;
 - (d) business and industry;
 - (e) public service to the world, the Nation, the State or the community; or
 - (f) any calling or occupation, which contributes to the development of society and serves as a model for present and future generations.
- 4.3 For the purposes of these procedures, achievement of excellence in a field of endeavour can be evidenced by a one or more of the following:
- (a) an outstanding national or international reputation in a field of education or research;
 - (b) an outstanding knowledge and understanding, which has advanced people, place and planet;
 - (c) an outstanding contribution to society, which has influenced the thinking of the wider community; or
 - (d) exceptional service, professional and public, to a particular discipline.

4.4 When a candidate has an established relationship with the University, the award of Doctor of the University is usually made.

5. Honorary Senior Fellow

5.1 The Honorary Awards – Governing Policy provides that an award of Honorary Senior Fellow can be made:

- to a person in recognition of a significant and sustained contribution to the development of the University or of the region. Such contributions can be in:
 - (i) outstanding support for the interests of the University generally, or the interests of particular University entities or activities;
 - (ii) effective promotion or facilitation of the academic purposes of the University, or those of particular University entities or activities;
 - (iii) exceptional commitment to, and support for, the welfare of University students;
 - (iv) an exceptional contribution to the expansion of educational opportunities to community groups the University considers have suffered disadvantages in education;

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

DESIGNATED OFFICER

Deputy Vice-Chancellor (Academic)

FIRST APPROVED

25 August 2008

LAST AMENDED

6 September 2024

REVIEW DATE

9 September 2029

STATUS

Active

(v) an exceptional contribution to the fostering of links between the University and other institutions, nationally and internationally;

(iv) outstanding service to the University community, or to a community within which the University operates; or

- on the recommendation of the Chancellor, to external members of the Council and its Committees who have demonstrated sustained and distinguished service to the University on the Council or a Council Committee for a minimum of 3 years that is above and beyond the normal expectations of membership.

5.2 Nominees for the award of Honorary Senior Fellow should have made a significant and sustained contribution to the development of the University or of the region which the University focuses on. All nominees should have significant ties with the region from Moreton Bay to Fraser Coast through birth, residence, education, service or advancing significant regional causes.

5.3 Candidates should reflect, in their achievements, the regional aspirations and values of the University, such as:

- (a) enhancing the identity and advancement of the region;
- (b) serving the community in ways that enhance regional quality of life or regional effectiveness;
- (c) fostering links between the University and the community; and
- (d) promoting the overall purposes and international linkages of the University.

6. The Chancellor's Stole

6.1 The award of the Chancellor's Stole recognises an extraordinary voluntary contribution to the University.

6.2 Nominees for the award of Chancellor's Stole typically have received the award of Honorary Senior Fellow and have contributed significantly greater than for which they were previously acknowledged. A nomination can also be forthcoming for a candidate who has made an extraordinary philanthropic contribution to the University.

6.3 The award of the Chancellor's Stole is normally not presented within 5 years of another University honorary award.

7. Emeritus Professor

7.1 The title Emeritus Professor can be conferred upon a person who has occupied the position of Professor at the University and who has rendered sustained and distinguished service to the University, significantly above and beyond the level of service normally expected of a Professor, to the scholarly community or to the University community. This service can have, through leadership or personal performance, added to the national reputation of the University in one or more of the following areas:

- (a) research;
- (b) scholarship;
- (c) teaching;
- (d) academic innovation;
- (e) management; and
- (f) community engagement.

7.2 The length of service as a Professor at the University should normally be a minimum of 3 years.

7.3 The title Emeritus Professor is of high honour and not routinely awarded and should not be regarded as a normal expectation for Professorial staff who retire or resign from the University.

7.4 The title is normally awarded where the recipient of the award has retired from their substantive position at the University, upon which the nomination for the award is based. However, the award can be conferred on resignation, especially where a senior appointment is being taken up in the public or private sectors, including the Higher Education sector. The nomination can be considered, but not awarded, before the nominee has retired or resigned.

7.5 An Emeritus Professor is, as a matter of courtesy and on ceremonial occasions, regarded as a Professor of the University but is not automatically entitled to any remuneration from the University as a result of this award, nor are they automatically entitled to membership of any University committee.

8. Distinguished Companion of the University

8.1 The title of Distinguished Companion of the University can be conferred upon a person who has occupied a Senior Professional position (formerly classified as an APT position) at the University and who has rendered sustained and distinguished service to the University. The exceptional performance of this person, must have been well beyond what is expected of a Senior Professional staff

member, have assisted the University to achieve its strategic goals or significantly enhanced the reputation of the institution. The award recognises a person who has:

(a) made an outstanding commitment to the life of the University by being instrumental in the leadership, development or supported a program, project or initiative that has substantially enhanced the reputation, organisation or operation of the University, and typically (but not necessarily) over a significant period of time; or

(b) displayed an outstanding application of exceptional skills, judgement or dedication in the service of the University at a sustained level above and beyond what is expected of a University staff member, normally over a considerable period of time.

8.2 The length of service as a Senior Professional staff member at the University should normally be a minimum of 5 years.

9. Nomination process

9.1 The call for nominations for honorary awards is conducted in 2 stages. The first stage commences with the Vice-Chancellor and President calling for confidential nominations for all categories of honorary award.

9.2 Nominations submitted in Stage 1 are brief, clearly describing how the nominee meets eligibility criteria and demonstrates the characteristics sought, using the Stage 1 nomination form. Nominators must be reasonably confident that the nominee will meet the eligibility criteria described in the Honorary Awards – Governing Policy.

9.3 The Council Secretariat or Council Secretary undertakes an initial review of Stage 1 nominations to ensure all relevant criteria have been addressed.

9.4 Nominations received in Stage 1 are assessed by a representative of Council. Nominators of shortlisted nominees are invited to submit a full and comprehensive nomination for Stage 2 using the applicable form, and include:

(a) relevant additional material including Statements of Support; and

(b) relevant biographical information about the nominee if possible.

9.5 The Statements of Support should be independent statements which do not mirror the nomination.

9.6 The nominee of an honorary award must not be consulted or advised of the nomination prior to the decision of the University Council being made final, and no candidate is to be advised of unsuccessful nominations.

10. Nominations for the award of Honorary Doctorate, Honorary Senior Fellow or Chancellor's Stole

10.1 The Vice-Chancellor and President calls confidentially for nominations from the Council, current staff, and alumni of the University. Former staff members can nominate an individual for an honorary award and should refer to the Honorary Awards Committee meeting schedule on the University website to obtain submission dates.

10.2 All nominations are provided to the Vice-Chancellor and President following the close of the call for nominations. Nominations that are supported by the Vice-Chancellor and President are provided to the Honorary Awards Committee for consideration and recommendation to Council for approval.

10.3 The Honorary Awards Committee meets as necessary throughout the year to consider those nominations that have been forwarded to it by the Vice-Chancellor and President.

10.4 A nomination directed to the Office of the Vice-Chancellor and President should outline the specific contributions of the nominee for an award and why they warrant the University awarding this accolade for exceptional achievement. The appropriate template should be completed. Relevant biographical information about the nominee should be included if possible, together with a Statement of Support for the nomination from at least 2 other members of the Council, current or former staff, or alumni. Nominations should be supported by evidence-based material.

10.5 When the Vice-Chancellor and President submits a nomination for the Chancellor's Stole or an Honorary Senior Fellow a memorandum from the Vice-Chancellor and President, outlining the candidate's achievements and service to the University, can be submitted to the Honorary Awards Committee for consideration.

10.6 The nominee must not be approached personally.

10.7 When a nomination is received from a member of the external community, the nominator is asked to complete the relevant template and provide 2 Statements of Support. In such cases at least one Statement of Support must be completed by a member of the University community. The requirement for confidentiality still applies.

10.8 The Committee consider all nominations made to it and can seek further information about a nominee as necessary. Deliberations the Committee must be in accordance with the Honorary Awards – Governing Policy.

10.9 All the information, including the names of those nominated must be regarded with the strictest confidence and only the Chancellor or Vice-Chancellor and President is allowed to speak publicly on behalf of the Committee.

10.10 In its initial and ongoing deliberations on worthy recipients for awards, the Committee draws up a list of potential awardees it wishes to recommend to Council. Council consider that list and approve all or some of the recommendations which will remain active for up to 5 years, during which time any person on the list as approved can be approached by the Vice-Chancellor and President to accept an award.

10.11 In the case where a person declines an offer to accept an honorary award, their name is removed from the list.

10.12 At the end of 5 years, a recommendation to make an honorary award to a given individual can be renewed.

10.13 The award of Honorary Doctor, Honorary Senior Fellow or the Chancellor's Stole are normally made at a Graduation Ceremony. Where an approved nominee cannot be physically present at the Graduation Ceremony for which the award was offered, the Vice-Chancellor and President may bestow the award by an alternative means. The date and method in which the award was conferred is recorded on the Register of UniSC Honorary Awards.

11. Nominations for the award of the title Emeritus Professor

11.1 On the retirement or resignation of a Professor of the University, the Vice-Chancellor and President can recommend to the Honorary Awards Committee that the title Emeritus Professor be conferred to recognise the professor's distinguished service to the University.

11.2 As a general rule, a nomination for the title of Emeritus Professor can be made by a Dean and endorsed by the Deputy Vice-Chancellor (Academic), or made by the Deputy Vice-Chancellor (Academic). Such nominations are submitted to the Vice-Chancellor and President for endorsement and recommendation to the Honorary Awards Committee.

11.3 A nomination can also be made by a Deputy Vice-Chancellor; the Vice-Chancellor and President; or the Chancellor when the nomination is for a departing Vice-Chancellor and President.

11.4 Nominations are made using the applicable nomination form and provide at least 2 Statements of Support from other UniSC Professors. The Statements of Support should be independent statements which do not mirror the nomination. The senior staff member submitting the nomination must ensure that the nomination is of a standard suitable for the Vice-Chancellor and President's endorsement.

11.5 The Director, People and Culture advises the Vice-Chancellor and President when notice of retirement of a Professor has been given, or upon the resignation of a Professor. The Vice-Chancellor and President or the Council Secretary can request People and Culture provide a statement of service for the Professor.

11.6 Without limiting the matters to be taken into consideration by the Vice-Chancellor and President, some weight should be attached to the following, though no particular factor is essential, and the relative weight given to each will be a matter of judgement by the Vice-Chancellor and President in the light of the circumstances of each particular case:

(a) the Professor's achievements in those areas of research, scholarship, teaching, leadership, management, academic innovation, community engagement or service to the profession or discipline that are or have been particularly pertinent to their responsibilities as a Professor;

(b) the Professor's standing and reputation in any of the above within the Australian or international higher education communities, or professional bodies;

(c) the Professor's contribution to University life in general; and

(d) the Professor's contribution to national public life.

11.7 Nominations must clearly demonstrate how the nominee has rendered sustained and distinguished service to the University and enhanced the reputation of the University.

11.8 Nominations for the award of the title Emeritus Professor that are supported by the Vice-Chancellor and President are submitted to the Honorary Awards Committee for consideration and recommendation to Council for approval.

11.9 The award of the title Emeritus Professor can be made at a Graduation Ceremony or at any time at the discretion of the Vice-Chancellor and President. The conferral of the award is recorded on the Register of UniSC Honorary Awards.

12. Nominations for the award of the title Distinguished Companion of the University

12.1 On the retirement or resignation of a Senior Professional staff member of the University, the Vice-Chancellor and President can recommend to the Honorary Awards Committee that the title Distinguished Companion of the University be conferred to recognise their distinguished service to the University. The award can only be made where the recipient of the award has retired from or resigned from—

their substantive position at the University, upon which the nomination for the award is based. The nomination can be considered, but not awarded, before the nominee has retired or resigned.

12.2 The Director, People and Culture advises the Vice-Chancellor and President when notice of retirement or resignation of a Senior Professional staff member has been given.

12.3 The Vice-Chancellor and President makes an initial assessment of the staff member's eligibility for the award of the title Distinguished Companion of the University. The Vice-Chancellor and President can seek any additional information as necessary to support the nomination and can accept nominations received through a call for nominations. Nominations must clearly demonstrate the staff member's achievements and service to the University. The senior staff member submitting the nomination to the Vice-Chancellor and President must ensure that the nomination is of a standard suitable for the VCP's endorsement, meeting criteria set out in Section 8 of the Honorary Awards - Procedures. The nomination must illustrate:

(a) how the staff member has rendered sustained and distinguished service to the University; and

(b) how the exceptional performance of the individual has assisted the University to achieve its strategic goals or significantly enhanced the reputation of the institution.

12.4 When the staff member is considered to be eligible for the award, the Vice-Chancellor and President recommends the nomination to the Honorary Awards Committee.

12.5 When the Committee supports the award of the title Distinguished Companion of the University, the Committee will make the appropriate recommendation to Council for approval.

12.6 The award of the title Distinguished Companion of the University may be made at a time other than at a Graduation Ceremony at the discretion of the Vice-Chancellor and President. The conferral of the award is recorded on the Register of UniSC Honorary Awards.

13. Disclosure of outcomes

13.1 After confirmation by the successful nominees of their acceptance, a judgement is made by the Vice-Chancellor and President, on advice from the Committee where appropriate, about the timing of the disclosure of the outcomes.

14. Testamurs

14.1 The wording for testamurs for honorary award recipients is detailed in Appendix 003: Honorary Awards Wording for Testamurs.

15. Register of Honorary Awards

15.1 An electronic register containing the following information will be maintained by the Council Secretariat:

(a) nominations made to the Honorary Awards Committee;

(b) decisions of the Honorary Awards Committee regarding nominations;

(c) decisions of Council regarding nominations;

(d) decision of recipient i.e. award accepted or declined; and

(e) date and method of conferral of awards.

15.2 The Vice-Chancellor and President or Honorary Awards Committee can request to view a copy of the register as required.

15.3 All records must be captured in an approved records management system, in accordance with the Information Management – Governing Policy.

16. Authorities and responsibilities

16.1 The Vice-Chancellor and President is authorised to make these procedures and related guidelines for the operation of University Policy. These procedures and related guidelines must be compatible with the provisions of the Honorary Awards - Governing Policy.

16.2 The Vice-Chancellor and President is authorised to make associated documents to support the application of policy documents. These must be compatible with the provisions of the respective policy document.

16.3 This policy operates from the Last Amended date, will all procedures related to honorary awards are replaced and have no further operation from this date.

16.4 All records relating to honorary awards must be stored and managed in accordance with the Information Management – Governing Policy.

16.5 This policy must be maintained in accordance with the Policy Framework – Procedures and reviewed on standard 5 year policy review cycle.

16.6 Any exception to this policy to enable a more appropriate result must be approved in accordance with the Policy Framework – Procedures prior to the deviation of the policy document.

16.7 Refer to Schedule C of the Delegations Manual in relation to the approved delegations detailed within this policy document.

17. Appendices

Appendix 003: Honorary Awards Wording for Testamurs

END

RELATED DOCUMENTS

- Honorary Awards - Governing Policy

LINKED DOCUMENTS

- Honorary Awards - Governing Policy