

## **Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee)**

### **Honorary Doctorate Guidelines**

An Honorary Doctorate is an honour bestowed by the University and is intended to recognize individuals who have made extraordinary contributions to the academy and/or society and whose accomplishments, leadership, and/or community service are deemed to be extraordinary and thus worthy of honoris causa – “for the sake of the honour”.

#### ***Criteria & Conditions of Eligibility***

Acadia University seeks to honour individuals whose contributions or accomplishments are exceptional and reflect an appropriate standard of excellence, consistent with the values and the spirit of the University. The criteria to be considered include:

- Recognition as exceptional scholars or leaders in their field.
- A demonstrated commitment to Higher Education.
- Individuals who are known for their humanitarian leadership.
- Individuals who are known for their leadership in promoting or advancing equity, diversity, and inclusion.
- A significant contribution to the local region.
- Exceptional service to the University.

Typically, successful nominations will excel in at least two of the criteria listed above and often more than two.

Nominations for an Honorary Doctorate will *not* normally be considered for an individual who is *currently*:

- a member of federal parliament or provincial legislatures
- a member of the Board of Governors
- a member of the University faculty and staff

The Committee will seek to develop a diverse pool of nominees for the Senate’s consideration to ensure that at each convocation Acadia can recognise and celebrate the achievements of individuals who represent and reflect the diversity of the university community and society at large.

#### ***Nominating Procedures***

1. A call for nominations for the Honorary Doctorate degree from the President’s Office

will occur by October 1<sup>st</sup> of each year.

2. Any person or group may nominate an individual for the award of an Honorary Doctorate; the nomination must be kept strictly confidential from the nominee.
3. Nomination materials should include:
  - a. a letter of nomination from the nominator(s)
  - b. a brief statement (one-page maximum) explaining why the candidate is worthy of an Honorary Doctorate from Acadia University
  - c. an up-to-date curriculum vitae of the nominee or if not available or appropriate, biographical information available from publicly available sources that provide details of the nominee's achievements and accomplishments
  - d. any additional letters of support that the nominator(s) deem appropriate
4. Nominations are to be received at the President's Office by November 15<sup>th</sup> of each year.

### ***Selection Process***

1. All nominations will be reviewed by the Awards Committee.
2. The nomination for the Doctor of Divinity honorary degree will be received from the Senate of Acadia Divinity College.
3. A letter acknowledging receipt of the nomination will be sent to all nominators.
4. The Committee may decide to:
  - a. Recommend the nomination to Senate
  - b. Carry the nomination forward for consideration in the following year. No nomination will be carried forward for more than a total of two years.
  - c. Seek additional information from the nominator in which case the nomination may be held over for further consideration.
  - d. Not recommend the nomination in which case no further action is taken.
5. The recommendation to Senate shall include a brief written summary of the nominee's accomplishments and a statement that attests to their worthiness for the honour.
6. The recommendation to Senate shall also include the designated degree (generally Doctor of Civil Law, Doctor of Divinity, Doctor of Humanities, Doctor of Letters, Doctor of Literature, Doctor of Music, and Doctor of Science).
7. Voting at Senate is through a secret ballot indicating approval/disapproval of the Committee's recommendation. A two-thirds majority is needed to approve the nomination.
8. Upon Senate approval, the nominations are filed until the Honorary Doctorate degree is

conferred. If an approved degree is not conferred within 3 years of its approval date, the honorary degree is deemed cancelled but may be resubmitted by the Awards Committee for subsequent consideration by the Senate.

9. The President, in consultation with the Convocation Committee, shall determine the ceremony at which an approved degree will be conferred.
10. The President is responsible for approaching each Senate-approved nominee to determine acceptance.
11. Normally, no Honorary Doctorates will be conferred *in absentia* unless specifically approved by the Senate.
12. Confidentiality is an essential dimension of all processes involved in the selection of an Honorary Graduated. At no point in time are the names of other nominees released. The name of the Honorary Doctorate recipients will be held in complete confidence until the University makes the public announcement regarding the Honorary Doctorate recipients.