



NOMINATION FORM

Honorary Doctor of Laws Degree

Instructions:

Please complete this form and include the following information:

- 1. The name and current address of the nominee
- 2. A current curriculum vitae (resume) of the nominee
- 3. A list of publications or other achievements of the nominee
- 4. A brief statement outlining why the nominee should be considered for this honour
- 5. The name, current address and phone number of the nominator.

1. Name and Current Address of Nominee:

Name of nominee: _____

Title (if applicable): _____

Current Address of Nominee: _____

Current Phone Number: () _____ (work) ; () _____ (home)

2. Current curriculum vitae of the nominee: (please attach)

3. List of publications or other achievements of the nominee:

4. Brief statement outlining why the nominee should be considered for this honour:

5. Name, current address and telephone number of Nominator:

I, the undersigned, wish to nominate _____ for an Honorary Doctoral Degree from the University of Northern British Columbia.

Printed Name of nominator

Current address of nominator: _____

Phone Number: () _____ (work) ; () _____ (home)

Signature _____ Date _____

Please mail or fax the completed form, along with the additional information requested, to the following:

Executive Assistant – Senate
Room 2024 Administration Building
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Fax Number: (250) 960-5255, attention of Executive Assistant – Senate

NOMINATIONS MUST BE RECEIVED BY:

October 8, 2007
Date



HONORARY DEGREE RECIPIENTS POLICIES AND PROCEDURES

1.0 PREAMBLE

The following provides the general principles, policies and procedures relating to the nomination of recipients for Honorary Degrees.

The Policy for Honorary Degree Recipients fulfils two functions, namely:

- i) Provides the criteria by which nominations are evaluated for the award of an Honorary Degree.
- ii) Provides guidelines for the nomination process used in the consideration and granting of Honorary Degrees.

In this policy "Committee" means the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR).

2.0 POLICIES AND PROCEDURES

2.1 Evaluation Criteria for Honorary Degrees

2.1.1 The award of an Honorary Degree is recognition by the University of Northern British Columbia of distinguished achievement in scholarship, research, teaching, the creative arts, business, or other fields of service to the public.

2.1.2 Nominees are selected for excellence, eminence, and accomplishment according to the following criteria:

- i) have established a national or international reputation for excellence in their field of endeavour
- ii) have made a notable contribution in the service of humanity (through scholarships, the arts, social service, etc.)
- iii) is a role model and displays the characteristics that the University strives to cultivate

2.1.3. Nominees are sought encompassing international, national, provincial or regional contributions and, normally, two Honorary Degrees will be conferred at each regular convocation.

2.2 Nominations

2.2.1 All nominations of prospective candidates for Honorary Degrees shall be made in writing to the attention of the Chair of the Committee and be submitted to the Committee Secretary.

2.2.2 Nominations should provide the following written information:

- i) the name and current address of the candidate
- ii) a curriculum vitae and other such documentation that may be helpful to the Committee
- iii) pertinent reference articles/names
- iv) a brief statement outlining why the nominees should be considered for award of an Honorary Degree
- v) name and contact address of nominator(s)

2.2.3 Nominations shall be received by the Committee in the Fall for consideration for the Annual Convocation Ceremony the following year.

2.2.4 Nominations may be made by members of the Committee, the University Community or the public.

2.3 Acknowledgement of Nominations

2.3.1 The University Secretary shall acknowledge, in writing, the receipt of each nomination.

2.4 Evaluation and Recommendation Procedures

2.4.1 The deliberations of the Committee shall take place *in camera*.

2.4.2 The Committee shall evaluate the proposed nominations and select names deemed acceptable in compliance with the criteria adopted (Section 2.1 herein) as approved by Senate.

2.4.3 The Committee shall generate a list of recommended candidates each year that will consist of no more than six (6) candidates.

2.4.4 The Committee shall forward to the Senate, through the Chair, for approval *in camera*, the list of names of recommended nominees with supporting documentation including the nominator(s) statement.

2.5 Approval of Recommendations

- 2.5.1 It is intended that not less than one (1) and not more than three (3) Honorary Degrees shall be awarded at each Convocation.
- 2.5.2 Approval of any nominee requires a majority vote of the Senate members present.
- 2.5.3 In instances where approved nominees are unable to accept the award, they shall at the discretion of the Committee be placed in a "pool" for three years with the possibility of reconfirmation for a further three years.
- 2.5.4 The approved pool of candidates will automatically be reconsidered by the Committee for the following Convocation.

2.6 Acceptance and Receipt of Honorary Degree

- 2.6.1 A letter of consideration shall be presented to the selected candidate by the University President (Chair of the Senate) for acceptance or rejection.
- 2.6.2 Should one or more of the selected candidates decline the award, alternates are to be chosen from the pool by the Committee.
- 2.6.3 Except in unusual circumstances and only at the discretion of the Senate, Honorary Degrees must be received in person at the Annual Convocation ceremony. However, if after having indicated a willingness to accept an Honorary Degree a candidate becomes incapacitated or dies, the Degree may be awarded at the discretion of the President (Chair of the Senate). Under no circumstances are Honorary Degrees conferred upon persons who, because of incapacity or death, are unable explicitly to accept the honour.

2.7 Special Convocations

- 2.7.1 The nominees for Honorary Degrees for a special Convocation may be selected from the pool and/or other nominees presented by the Committee and ratified in accordance with these policies and procedures.

2.8 Confidentiality

- 2.8.1 Strict confidentiality will be maintained at all times.