Procedures for honorary awards

Approved and maintained by: Secretary to Senate

1. Honorary awards

1.1 Honorary awards comprise:

- Honorary degrees
- Honorary Fellows of the University

2. Nominations

2.1 Those eligible to submit nominations for honorary awards

- Fellows and former Fellows of Senate
- the students of the University
- the staff of the University
- Principals of the residential colleges
- the graduates of the University

Fellows of Senate may nominate candidates, but not act as referees.

2.2 Criteria for honorary degrees

- The purpose of honorary degrees is for the University of Sydney to recognise exceptional achievement.
- The criteria for selection for an honorary degree will be one or more of the following:
  — academic eminence, and/or
  — distinguished creative achievement, and/or
  — an outstanding contribution beyond the expectations of the person's particular field of endeavour which has influenced the thinking or general well-being of the wider community.

2.3 Criteria for honorary fellows

- The purpose of the award of the title of Honorary Fellow of the University of Sydney is to recognise outstanding service to the University.
- Honorary Fellows will be selected on the basis of conspicuous continued involvement in one or more of the following:
  — support of the interests and welfare of the University of Sydney or of a particular part of the University's activities, and/or
  — promotion of the academic purposes of the University or of facilitating those purposes in any particular activity of the University, and/or
  — fostering the links between the University and other institutions within and without Australia, and/or
  — enlarging educational opportunities to enter the University among persons with limited prospects of so doing for reasons which they could not overcome
  — representation of the University's needs for resources for its growth and diversification and supply of such resources.

2.4 Eligibility for honorary awards

- The following will not be eligible for an honorary award:
  — Fellows of Senate while in office
  — Current members of staff*
- Former Fellows of Senate and former members of staff* will not normally be eligible for nomination for an honorary award within two years of their retirement from the relevant office.
- Honorary Fellows of the University are eligible for nomination for the award of an honorary degree, except where bullet points 1 and 2 apply.
- A person on whom an honorary degree has been conferred is eligible to be nominated for election as an Honorary Fellow, except where bullet points 1 and 2 apply.

** Members of staff refers to full-time, part-time and casual members of University staff.*
** An exception may be made for compensated work of a minor nature.*

2.5 Honorary degrees

- Any degree of the University may be awarded as an honorary award except the Doctor of Philosophy.

2.6 Call for nominations

- Notices are placed early each year calling for nominations, as follows:
  — on the Honorary Awards website
  — on the Nominations and Appointments Committee website
  — on the Alumni website
  — in the Sydney Alumni Magazine
  — in e-sydney
  — in Staff News
  — in MyUni
  — in *At Sydney*
  — on official noticeboards
  — emailed to Fellows of Senate and principals of residential colleges.

2.7 Submission of names

- Names of proposed recipients for honorary degrees or honorary fellowships should be submitted to the Secretary to Senate by **30 April**:
  — by mail, addressed to Dr W Adams, Secretary to Senate, Quadrangle A14, The University of Sydney 2006; or
  — by email to Dr Adams
- Nominations for honorary degrees should:
  — specify the honorary degree proposed;
  — specify the criterion/criteria on which the nomination is based (set out in 1.2 above);
  — address that criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria; and
  — include statements in support of the nominee's standing and achievements.
- Nominations for the title of honorary fellow should:
  — specify the criterion/criteria on which the nomination is based (set out in 1.3 above); and
  — address that criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria.

2.8 Confidentiality of names

- Any person nominated for the award of an honorary degree or honorary fellowship shall not be consulted beforehand, nor at any time prior to the person being advised of Senate's decision, and all nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned.

2.9 Urgent nominations

- Consideration of names put forward outside the normal round is at the discretion of the Chair of the Nominations and Appointments Committee or on the request of at least three members of the Committee.
- If the proposal is a serious one and determined to be urgent, it may be considered:
  — by the members of the Committee at a special meeting, with a subsequent recommendation to Senate, or
  — by the members of the Committee by circulation, with a subsequent recommendation to Senate, or
  — by Fellows of Senate by circulation,
  depending on the time constraints involved.

3. Consideration of nominations

3.1 Nominations and Appointments Committee

Membership:

- The Chancellor (Chair)
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board
- Three Fellows of Senate who are external Fellows within the meaning of s9(9) of the University of Sydney Act and are appointed by Senate
- Two Fellows of Senate, elected by Senate
- Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required

3.2 Meetings of the Nominations and Appointments Committee - regarding honorary awards

- The Secretary to Senate will seek advice from the relevant Deans on degree nominations (addressing the criteria and listing the names of those consulted if the person's achievements are outside the Dean's field), and such other advice as is deemed appropriate so as to properly inform the Committee.
- The first Committee meeting is a culling meeting, and the report to Senate is finalised at the second meeting, for consideration by Senate at its next routine meeting.
- If suggested names are deferred to the next annual round, the nominator will be asked to submit a revised nomination.

3.3 Report to Senate

- The confidential report to Senate, which will be circulated to Fellows of Senate with the Senate agenda, will include minutes giving reasons for the Committee's recommendations.
- Documentation received by the Committee will be available to Fellows for inspection.

3.4 Review of guidelines and procedures

- The Committee will regularly review its honorary award procedures.

4. Conferring of honorary awards

4.1 Conferring of honorary awards

- Honorary awards are normally conferred at a scheduled graduation ceremony in the year following the nomination round.

4.2 Advice about nominees

- Each successful nominator is advised that the nomination has been approved by Senate, and is asked to prepare a draft citation (see 3.3 below) in anticipation of the nominee's acceptance.
- The relevant Dean is advised about successful nominations relating to his/her Faculty, and asked for advice about the appropriate graduation ceremony to be offered to the recipient.
- Remaining nominators are advised that their nomination has been unsuccessful/has been deferred.
- The successful nominator and the relevant Dean are advised when the ceremony date has been confirmed by the recipient for conferral of the honorary award.

4.3 Preparation of citations

- The nominator will be asked to prepare a draft citation for finalisation by the Vice-Chancellor and the Chair of the Committee.
- If major redrafting is required, there will be consultation with the nominator.

4.4 Occasional address

- There is no automatic expectation that honorary award recipients will be invited to give the occasional address at the graduation ceremony; the determination of who will present the occasional address will follow the normal protocols.

4.5 Celebratory function

- The Dean of the relevant Faculty has responsibility for ensuring an appropriate celebration takes place.
- Where there is a wider University significance, the Chancellor and the Vice-Chancellor, in consultation with the Dean of the relevant Faculty, may determine that an alternate celebratory function is appropriate.

4.6 Honorary degree recipients

- are presented with the appropriate academic dress, a testamur and a copy of the citation given at the ceremony
- are invited to graduation ceremonies and are entitled to join the academic procession
- have their names recorded in the University Calendar

4.7 Honorary Fellows of the University

- are presented with a blue and gold stole, a testamur and a copy of the citation given at the ceremony
- are invited to attend graduation ceremonies and are entitled to join the academic procession
- have their names recorded in the University Calendar
- receive copies of the Sydney Alumni Magazine

4.8 Posthumous award

- If a person whose name is put forward dies before the recommendation goes to Senate, the proposal lapses.
- If Senate approves a recommendation for an honorary award and that person subsequently dies before the award is conferred, then the honorary award is conferred posthumously