



VANCOUVER ISLAND
UNIVERSITY

Submitting an Honorary Doctorate Degree Nomination

Submissions for nominations for a [Vancouver Island University Honorary Doctorate Degree](#) will be considered September through May. Nominations are reviewed by the Awards and Honours Committee. Those recommended go to Senate for consideration. Senate-approved candidates are added to the pool of approved candidates.

Honorary doctorates are awarded according to a schedule determined by the President and dependant on the availability and agreement of the recipient. Information related to a nomination remains confidential until an announcement of the awarding of the doctorate is made by the university.

Please complete the relevant sections of the Nomination Form; some categories may not apply. Supporting documentation of no more than five pages may be attached.

For further information, please contact:

Office of the University Secretariat
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5

Tel: (250) 740-6198
Tel:(250) 740-6107

Submit completed nominations to:

The Office of the President
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5

**Criteria and Procedures for the Awarding of Honorary Credentials
as approved by Senate – October 3, 2013**

Terms of Reference:

The Awards and Honours Committee shall nominate, for Senate's consideration, candidates for honorary doctorates. The Awards and Honours Committee has the authority to establish subcommittees for the purpose of soliciting and adjudicating honorary credentials.

For the purposes of nominating candidates for honorary credentials the Chair, or delegate, of the Vancouver Island University Senate will be invited to join the Awards and Honours Committee.

Criteria for the Selection of Honorary Doctorates:

The awarding of honorary doctorates is intended to encourage a standard of excellence and innovation which is exemplary to students, faculty, staff, and society in general. Candidates should exhibit a record of outstanding distinction and achievement in an area related to Vancouver Island University's mission, such as, but not limited to, scholarship, research, teaching, the creative arts, business and industry, international affairs, public service; or, philanthropy.

Procedures:

1. Vancouver Island University may award the following honorary doctorates at Convocation ceremonies:
 - Honorary Doctor of Laws, for accomplishments and contributions in areas such as politics, justice and social activism;
 - Honorary Doctor of Letters, for accomplishments and contributions in areas such as social science, humanities, education, the arts, literature, and philanthropy;
 - Honorary Doctor of Science for accomplishments and contribution in science; and,
 - Honorary Doctor of Technology for accomplishments and contributions in applied areas related to science and technology.
2. The President or designate will send out a call for nominations to faculty, staff and students in October, January, March, and June.
3. All nominations must be made in writing, signed by the nominator and two additional individuals supporting the nomination, and be submitted to the President in order for the award to be considered for the Convocation ceremonies in any of the next three years. Nominations may be submitted at any time throughout the year. The Awards and Honours Committee will meet in the spring and fall semesters to review nominations.
4. Nomination packages may be requested from the President's Office or downloaded from the Honorary Credentials website. The nomination is made in confidence and the nominee should not be informed of his/her nomination. The following information is requested on the Nomination Form:

- The full name of the nominee.
 - The current address and phone number of the nominee.
 - A statement of endorsement providing reasons for the nomination of the candidate – this should not exceed three pages.
 - The signatures, addresses, and phone numbers of the nominator and two additional individuals supporting the nomination.
 - A minimum of two additional letters of reference or endorsement.
5. Persons holding political office, a current appointment, or who are in active service to Vancouver Island University are not normally eligible for consideration for Honorary Doctorates. Persons who have been Vancouver Island University employees will not normally be eligible for consideration until five (5) years after the completion of their regular appointment.
 6. The President will acknowledge the receipt of all nominations, which will be passed on to the Awards and Honours Committee. Any additional information required may be requested of the nominator by the President or by the Awards and Honours Committee.
 7. Before forwarding its recommendations, if applicable, the Awards and Honours Committee may consult departments, in confidence, for input relating to any nomination and arising from the expertise of faculty in those departments.
 8. The adjudication of candidates shall take place in such a way as to minimize perceived conflict of interest and prevent real conflict of interest.
 - a. A person is in conflict of interest in connection with a nomination if s/he is either the nominator or an endorser of the nomination, or is a friend, close colleague, or family member of the nominee, or has any other close relationship to the nominee, or stand to gain in any way from any decision on the nomination.
 - b. Any member of the Awards and Honours Committee who has an interest (real or perceived) in a particular nomination must declare that interest to the Committee or to Senate before deliberations commence.
 - c. The Chair of the Awards and Honours Committee or Senate (as appropriate) shall rule on whether a member with a perceived interest is in real conflict of interest. If so, the member shall be absent from all deliberations concerning the nomination, and shall not vote on any recommendation bearing on the nomination.
 9. The Awards and Honours Committee will recommend candidates for Senate’s consideration, having rank-ordered the nominations received, and bearing in mind the number of candidates currently in the Approved Candidates Pool (see #11) and the feasibility of awarding honorary doctorates to the new approved candidates within the specified three-year period. Together with its recommendations, the Awards and Honours Committee will report to Senate on the number of nominations received, and whether any unsuccessful nominator should be invited to resubmit the nomination for consideration the following year.
 10. All recommendations of the Awards and Honours Committee to Senate must be received in time to be considered at the next regularly scheduled Senate meeting and will include, for each candidate:
 - Current name and address;

- Complete biological information
 - The reasons for awarding the honorary doctorate and a summary description of the supporting evidence for each candidate;
 - The name of the specific honorary doctorate for the which the candidate is recommended
 - At Senate's request, supplementary materials in support of a candidate's nomination.
11. Senate will approve candidates to be added to the Approved Candidates Pool, from which honorary doctorates will be awarded according to a schedule determined by the President. All such approvals require two-thirds majority of the voting members present. Senate will forward its decision to the President with supporting materials as per Item 10.
 12. All meetings of the Awards and Honours Committee, and Senate, which deal with nominations for honorary doctorates, will be held *in-camera* and all personal information will remain confidential. According to the *Freedom of Information and Protection of Privacy Act*, nominees who are rejected are entitled to access portions of the minutes of such *in-camera* meeting relevant to their case.
 13. Once a candidate has been approved to enter the Pool, the decision on when the award is to be made lies with the President. However, the award must be made within the next three calendar years. The President's Office shall liaise with the Office of the Registrar to determine the best available ceremony at which to present the doctorate.
 14. Successful candidates will be informed in writing by the President of the decision to schedule the award. All communication with nominators, successful and unsuccessful, will be undertaken by the University Secretariat Office.
 15. Once a successful candidate has accepted the invitation, the President will make a formal announcement confirming the candidate and the ceremony at which the honorary doctorate is to be awarded. If, having accepted the invitation, the candidate becomes incapacitated or dies, the Senate will decide whether to award the degree in absentia or posthumously.