

# Honorary Awards - Procedures

## 1. Purpose of procedures

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

## 2. Scope and application

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

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 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 may be evidenced by a combination of the following:

- (a) distinguished reputation;
- (b) extraordinary contribution or provision of services;
- (c) outstanding achievement;
- (d) exemplary leadership; or
- (e) academic eminence.

4.4 Where a candidate has an established relationship with the University, the award of Doctor of the University will usually be made.

## 5. Honorary Senior Fellow

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

- to a person in recognition of a significant and sustained contribution to the development of the University or of the region; 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 three 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;

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Vice-Chancellor and President

### FIRST APPROVED

25 August 2008

### LAST AMENDED

14 March 2022

### REVIEW DATE

2 March 2025

### STATUS

Active

- (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 will typically have received the award of Honorary Senior Fellow and have made a contribution significantly greater than that for which they were previously acknowledged. A nomination may 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 five years of another University Honorary award.

## 7. Emeritus Professor

7.1 The title Emeritus Professor may 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. This service may have, through leadership or personal performance, added to the 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 three (3) years.

7.3 The title is normally awarded on retirement, but may be conferred on resignation, especially where a senior appointment is being taken up in the public or private sectors, including the Higher Education sector.

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

## 8. Distinguished Companion of the University

8.1 The title of Distinguished Companion of the University may 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. This exceptional performance of this person, which will have been well beyond what is expected of a Senior Professional staff member, will have assisted the University to achieve its strategic goals or significantly enhanced the reputation of the institution.

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

## 9. Nomination process

9.1 The call for nominations for honorary awards will be conducted in two stages. The first stage will commence with the Vice-Chancellor and President calling for confidential nominations for all categories of honorary award as set out in these procedures. Nominations submitted in Stage 1 are brief, clearly describing how the nominee meets eligibility criteria. Nominations received in Stage 1 will be assessed by a representative of Council and shortlisted nominations will be invited to submit a full nomination as described in these procedures.

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

10.1 The Vice-Chancellor and President will call confidentially for nominations from the Council, current staff, and alumni of the University. Former staff members may 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 will be 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 will be provided to the Honorary Awards Committee for consideration and recommendation to Council for approval.

10.3 The Honorary Awards Committee will meet as early as necessary and whenever 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 two (2) other members of the Council, current or former staff, or alumni. Nominations should be supported by evidence-based material.

10.5 Where 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/service to the University, may be submitted to the Honorary Awards Committee for consideration.

10.6 The nominee must not be approached personally.

10.7 If a nomination is received from a member of the external community, the nominator will be asked to complete the relevant template and provide 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 will apply. The Committee will consider all nominations made to it and may seek further information about a nominee as necessary. In its deliberations the Committee will take the requirements of the Honorary Awards Policy into account.

10.8 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 will be allowed to speak publicly on behalf of the Committee.

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

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

10.11 At the end of five (5) years, a recommendation to make an honorary award to a given individual may be renewed.

10.12 The award of Honorary Doctor, Honorary Senior Fellow or The Chancellor's Stole will normally be 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 will be recorded on the Register of USC 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 may recommend to the Honorary Awards Committee that the title Emeritus Professor be conferred to recognise the professor's distinguished service to the University. The Deputy Vice-Chancellor (Academic) may also make recommendations to the Vice Chancellor and President with regard to suitable nominees.

11.2 The Director, People and Culture will advise 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 nominee may request People and Culture to provide a statement of service of the Professor.

11.3 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 and/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 and/or international higher education communities, and/or professional bodies;

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

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

11.4 The Vice-Chancellor and President submits a nomination for award of the title Emeritus Professor, via a memorandum outlining the candidate's achievements or service to the University to the Honorary Awards Committee for consideration and recommendation to Council for approval.

11.5 The award of the title Emeritus Professor may be made at a time other than Graduation at the discretion of the Vice-Chancellor and President. A record of the conferral of the award will be kept in the Honorary Awards Register.

## 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 or nominee may recommend to the Honorary Awards Committee that the title Distinguished Companion of the University be conferred to recognise their distinguished service to the University.

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

12.3 The Vice-Chancellor and President will make an initial assessment of the staff member's eligibility for the award of the title Distinguished Companion of the University. If the staff member is considered to be eligible for the award, the Vice-Chancellor and President or nominee will prepare a memorandum for the Honorary Awards Committee outlining the staff member's achievements or service to the University. The memorandum will 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 The Committee may seek any additional information as necessary.

12.5 Where the Committee supports the award of the title Distinguished Companion of the University, the Chairperson will make the appropriate recommendation to Council.

12.6 The award of the title Distinguished Companion of the University may be made at a time other than Graduation at the discretion of the Vice-Chancellor and President. A record of the conferral of the award will be kept in the Honorary Awards Register.

## 13. Disclosure of outcomes

13.1 After confirmation by the successful nominees of their acceptance, a judgement will be 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 the Appendix to these Procedures.

## 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/declined; and
- (e) date and method of conferral of awards.

15.2 The Vice-Chancellor and President or Honorary Awards Committee may 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 Framework – Governing Policy.

## Appendix - Wording for Testamurs

[HONORARY DOCTOR]

In recognition of their contribution to

[the relevant area of human endeavour]

the Honorary Degree of

[Doctor of the University

or Doctor of Fine Arts/Letters etc]

is hereby awarded to

xxx name xxx

Given under the Seal of the University of the Sunshine Coast

on the xx day of xxx 20xx

By the authority of the University Council

[THE CHANCELLOR'S STOLE]

In recognition of their [sustained and outstanding voluntary/extraordinary philanthropic] contribution to the University of the Sunshine Coast

the Honorary Award of The Chancellor's Stole of the University

is hereby awarded to

xxx name xxx

Given under the Seal of the  
University of the Sunshine Coast  
on the xx day of xxx 20xx

By the authority of the University Council

[HONORARY SENIOR FELLOW]

In recognition of their contribution to the University of the Sunshine Coast

[or to the development of the region, possibly in a specific area]

the Honorary Award of Senior Fellow of the University

is hereby awarded to

xxx name xxx

Given under the Seal of the  
University of the Sunshine Coast  
on the xx day of xxx 20xx

By the authority of the University Council

[EMERITUS PROFESSOR]

In recognition of their distinguished service to the University of the Sunshine Coast

the Honorary Award of the Title of Emeritus Professor

is hereby awarded to

xxx name xxx

Given under the Seal of the University of the Sunshine Coast  
on the xx day of xxx 20xx

By the authority of the University Council

[DISTINGUISHED COMPANION OF THE UNIVERSITY]

In recognition of their distinguished service to the University of the Sunshine Coast

the Honorary Award of the Title of Distinguished Companion of the University

is hereby awarded to

xxx name xxx

Given under the Seal of the University of the Sunshine Coast  
on the xx day of xxx 20xx

By the authority of the University Council

END

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#### RELATED DOCUMENTS

- Honorary Awards - Governing Policy

#### LINKED DOCUMENTS

- Honorary Awards - Governing Policy