

Definitions

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

1. Purpose of procedures

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

2. Honorary Doctorate

The Honorary Doctorate is the highest recognition the University can bestow.

Nominees for the award of Honorary Doctorate should have achieved excellence in one or more significant areas of human endeavour, such as:

- scholarship or creative activity
- professional achievement
- the arts and sport
- business and industry
- public service to the world, the Nation, the State or the community
- any calling or occupation, which contributes to the development of society and serves as a model for present and future generations.

For the purposes of these procedures, achievement of excellence in a field of endeavour may be evidenced by a combination of the following:

- distinguished reputation
- extraordinary contribution or provision of services
- outstanding achievement
- exemplary leadership
- academic eminence.

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

3. Honorary Senior Fellow

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

- (1) a person in recognition of a significant and sustained contribution to the development of the University or of the region.
- (2) external members of the University Council and its Committees who have provided a sustained service to the University on the University Council or a Council Committee for a minimum of three years.

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 USC 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.

Candidates should reflect, in their achievements, the regional aspirations and values of the University of the Sunshine Coast, such as:

- enhancing the identity and advancement of the region;
- serving the community in ways that enhance regional quality of life or regional effectiveness;
- fostering links between the University and the community;
- promoting the overall purposes and international linkages of the University.

External members of the University Council and its Committees who have provided a sustained service to the University on the University Council or a Council Committee for a minimum of three years would automatically qualify for the award of Honorary Senior Fellow upon completion of the Councillor's or Committee member's service. At that time, the Council Secretary will arrange for a recommendation from the Vice-Chancellor and President to the Honorary Awards Committee for the award of Honorary Senior Fellow to eligible recipients.

4. The Chancellor's Stole

The award of the Chancellor's stole recognises an extraordinary voluntary contribution to the University of the Sunshine Coast.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE OFFICER

Vice-Chancellor and President

DESIGNATED OFFICER

Vice-Chancellor and President

FIRST APPROVED

25 August 2008

LAST AMENDED

2 March 2020

EFFECTIVE START DATE

2 March 2020

REVIEW DATE

2 March 2025

STATUS

Active

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 USC.

The award of the Chancellor's stole is normally not presented within five years of another USC Honorary award.

5. Emeritus Professor

The title Emeritus Professor may be conferred upon a person who has occupied the position of Professor at the University of the Sunshine Coast 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:

- research
- scholarship
- teaching
- academic innovation
- management
- community service.

The length of service as a professor at the University of the Sunshine Coast should normally be a minimum of three (3) years.

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.

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.

6. Distinguished Companion of the University

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 of the Sunshine Coast and who has rendered sustained and distinguished service to the University. This exceptional performance of this person, which will have been above and beyond what is expected of a Professional staff member, will have assisted the University to achieve its strategic goals or significantly enhanced the reputation of the institution.

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

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

The Vice-Chancellor and President will call confidentially for nominations from the University 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.

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.

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 University Council, current or former staff, or alumni. Nominations should be supported by evidence-based material.

Where the Vice-Chancellor and President submits a nomination for The Chancellor's Stole or an Honorary Senior Fellow a memorandum from the VCP, outlining the candidate's achievements/service to the University, may be submitted to the Honorary Awards Committee for consideration.

The nominee must not be approached personally.

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.

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.

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.

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

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

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.

8. Nominations for the award of the title Emeritus Professor

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.

The Director, Human Resources 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 Human Resources to provide a statement of service of the professor.

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:

- the professor's achievements in those areas of research, scholarship, teaching, leadership, management, academic innovation, community service and/or service to the profession or discipline that are or have been particularly pertinent to his or her responsibilities as a professor
- the professor's standing and reputation in any of the above within the Australian and/or international higher education communities, and/or professional bodies
- the professor's contribution to University life in general
- the professor's contribution to national public life.

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.

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.

9. Nominations for the award of the title Distinguished Companion of the University

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.

The Director, Human Resources will advise the Vice-Chancellor and President when notice of retirement of a member of the Senior Staff (i.e. positions that fall within Grades 1 to 5 of the USC senior staff grade structure) has been given, or upon the resignation of a Senior Professional staff member. Human Resources may be requested to provide a statement of service of that staff member.

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:

- How the staff member has rendered sustained and distinguished service to the University.
- How the exceptional performance of the individual has assisted the University to achieve its strategic goals or significantly enhanced the reputation of the institution.

The Committee may seek any additional information as necessary.

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

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.

10. Disclosure of outcomes

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.

11. Testamurs

The wording for testamurs for Honorary Award recipients is detailed in the Appendix to these Procedures.

Appendix - Wording for Testamurs

[HONORARY DOCTOR]

In recognition of [her/his] 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 [her/his] [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 [her/his] 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 [her/his] 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

usc.edu.au/policy

[DISTINGUISHED COMPANION OF THE UNIVERSITY]

In recognition of [her/his] 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

RELATED DOCUMENTS

[Honorary Awards - Governing Policy](#)

LINKED DOCUMENTS

[Honorary Awards - Governing Policy](#)