

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Dean, Academic Administration
	Effective Date: June 1, 2007
Procedure Title: Honourary Degree Procedure	

Procedure Statement:

The President shall establish an Honourary Degree¹ Committee, composed of the following individuals:

Executive Dean, Academic Administration (ex-officio)

Degree Programs Administrator, Academic Administration

Director, Office of the President and Corporate Secretary

Vice-President, Student Affairs (ex-officio)

Vice-President, External Relations (ex-officio)

One Executive Dean of School, chosen by Executive Deans' Group

One Chair selected by the Chairs' Group.

One Executive Director selected by the Executive Directors' Group

One faculty member (selected by the Executive Deans of Schools and Chairs from each School)

One student appointed jointly by the Executive Dean, Academic Administration and Vice-President, Student Affairs.

The Executive Dean, Academic Administration will chair this Committee. Aside from the ex-officio positions, individuals will serve for two years but are eligible for re-appointment.

Acting in the strictest of confidence, the Honourary Degree Committee will consider and recommend to the President – who shall make the final decision -, in rank order, up to two candidates per year for each of the honorary degrees/credentials that have received Ministerial consent and Board approval. The candidate's background and/or contributions do not necessarily have to correspond to the applied credential areas.

The college will not award more than one honorary degree per program in force at the time the honorary degree is awarded. Any other honorary credentials will be at the discretion of the President, based on the recommendation of the committee.

Nominations:

Each Spring semester, the Honourary Degree Committee will consider candidates for recommendation to the President, for honorary degrees to be awarded at the Fall convocation. Committee meetings will be held as needed to present, discuss, and finalize nominations to be presented to the president. Other honorary credentials may be awarded at appropriate convocations.

Individuals considered for an honorary degree must have:

- a) made a significant contribution to society;
- b) achieved noted accomplishments in a particular field of study, or
- c) enhanced or promoted Conestoga's image and reputation.

The following constraints will be in place:

- a) active employees (as defined by the policy), members of the Board of Conestoga, and students are not eligible.
- b) normally an active politician should not be recommended for an honorary degree. However, there may be exceptional circumstances based on the individual's accomplishments, length of service or contributions that are particularly relevant to Conestoga where this provision may be waived.
- c) posthumous honorary degrees will not be considered. If a candidate passes away after accepting an invitation but prior to convocation, the honorary credential will be awarded to an individual designated by the recipient's family or other legal representative.

Decisions will be based on the following documents:

- a) a completed application form
- b) a short (one-page) narrative explaining why the candidate is worthy of an honorary degree, and
- c) a curriculum vitae and/or biography clearly indicating the candidate's accomplishments.

Honorary Degree Presentation

Honorary degrees will normally be awarded during a convocation ceremony and typically no more than one honorary degree will be awarded at any ceremony. Care must be taken to ensure that any planned honorary presentation is scheduled appropriately and in conjunction with convocation scheduling. Only in exceptional circumstances will a degree be awarded in absentia.

Honorary Degree Committee Approval

Members of the Honorary Degree Committee will render judgment by reviewing relevant documentation. Confidentiality is of utmost importance throughout this process. The Committee will typically approve a "slate of candidates" and their names will be provided to the President for review and approval. The President will be authorized to contact the intended recipients and make all decisions related to the conferring of these honorary degrees/credentials.

References:

Honorary Degree Policy

Revision Log:

Revision Date	Summary of Changes
2007-04-17	Approved at Degree Management Committee
2007-05-30	Approved at Academic Coordinating Committee
2009- 05-29	Revised

2009 - 07 - 29	Revised
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