

Policy Title: Honorary Awards of the University

Policy Owner: Council Secretary

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5) Emeritus Professor**

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1. INTENT

The University acknowledges and honours outstanding or significant personal achievement, and outstanding or significant contributions to society or to the University, through the presentation of ECU honorary awards.

Honorary awards represent the University's highest acknowledgement of an individual's achievements or contribution. The Honorary Degree and the title of Emeritus Professor are the University's most prestigious honorary awards. The title of Fellow of the University is a high-level University honour.

This policy prescribes the criteria and selection process for the following ECU honorary awards:

- Honorary Degree;
- Emeritus Professor;
- Fellow of the University.

2. ORGANISATIONAL SCOPE

Any individual – known locally, nationally or internationally - may be nominated for the award of an Honorary Degree, or for the award of the title of Fellow of the University.

Any former professor of the University may be nominated for the award of the title of Emeritus Professor.

The offer of any honorary award may be approved only by University Council, following consideration of recommendations from the Honorary Awards Working Group and the Honorary Awards Committee.

3. DEFINITIONS

| TERM | DEFINITION |
|--|---|
| Honorary award means | a form of recognition accorded to an individual for his or her personal achievement, or for his or her contribution to the University or to society. |
| Honorary Awards Committee means | the Committee of Council established to consider nominations for honorary awards and to make final recommendations to Council. |
| Honorary Awards Working Group means | A working group established to undertake due diligence by assessing, considering and shortlisting Honorary Award nominations and to make recommendations to the Honorary Awards Committee |

4. POLICY CONTENT

4.1 Range of honorary awards

The following honorary awards may be presented by the University:

a) **Honorary Degree**

- Doctor of the University *honoris causa*
- Doctor of Arts *honoris causa*
- Doctor of Business *honoris causa*
- Doctor of Commerce *honoris causa*
- Doctor of Education *honoris causa*
- Doctor of Engineering *honoris causa*
- Doctor of Health Science *honoris causa*
- Doctor of Laws *honoris causa*
- Doctor of Medical Science *honoris causa*
- Doctor of Music *honoris causa*
- Doctor of Nursing *honoris causa*
- Doctor of Performing Arts *honoris causa*
- Doctor of Science *honoris causa*

The degree of Doctor of the University *honoris causa* is generally awarded if the achievement or contribution for which the individual is to be recognised does not relate directly to one of the academic disciplines listed above.

b) **Emeritus Professor** [title]

c) **Fellow of the University** [title]

4.2 Criteria for honorary award nominations

a) Honorary Degree

An individual may be recommended to Council by the Honorary Awards Committee for the award of an ECU Honorary Degree if he or she meets ECU's values¹ and one or more of the following criteria:

- achieved eminence and an outstanding national or international reputation in a particular field of learning or in the arts;
- has made an outstanding contribution to a broad section of society or to the advancement of human well-being;
- has made an outstanding contribution to the strategic direction or reputation of the University through exemplary and sustained service;
- has been exceptionally innovative and socially responsible in business and/or community developments;
- an outstanding achievement by an alumnus member of the University.

b) Emeritus Professor [title]

A professor may be recommended to Council by the Honorary Awards Committee for the award of the title of Emeritus Professor on the basis of:

- the degree of distinction of the professor's intellectual and scholarly contributions to the University and the extent to which these have been sustained and outstanding;
- other forms of service to the University;
- the period of time during which such contributions and services were made or rendered to the University by the nominee at all academic levels (and not only while a professor of the University); and
- the period of time during which the professor would have held professorial rank (this would normally be for at least ten years).

c) Fellow of the University [title]

An individual may be recommended to Council by the Honorary Awards Committee for the award of the title of Fellow of the University if he or she meets one or more of the following criteria:

- he or she has achieved a significant state-wide or national reputation in a particular field of learning or in the arts;
- he or she has made a significant contribution to a community group;
- he or she has made a significant contribution to the University through distinguished service.

¹ Integrity: being ethical, honest and fair; Respect: considering the opinions and values of others; Rational Inquiry: motivated by evidence and reasoning; Personal Excellence: demonstrating the highest personal and professional standards.

4.3 Nominations

- a) Nominations shall be submitted at a time determined by the Honorary Awards Committee in accordance with the document *Honorary Awards – Procedures*.
- b) Nominations shall be submitted in writing under confidential cover by the advertised closing date for nominations, and shall state the grounds upon which the candidate is nominated. The Executive Officer, Honorary Awards Committee, receives nominations on behalf of the Chancellor.

4.4 Eligibility

Nominators

- a) Nominations for the award of Honorary Degree or for the title of Fellow of the University may be made only by:
 - any member of the University Council; or
 - any member of the Academic Board; or
 - any member of the University Executive; or
 - any fulltime or part-time ECU staff member (excluding casual and honorary staff); and
 - President of the ECU Student Guild.
- b) Nominations for the award of Emeritus Professor may be made only by:
 - any member of the University Executive; or
 - any professor of the University.

Equity and Diversity

As far as possible, the Honorary Awards Committees will promote diversity of both the Committee membership and the Honorary Award nominees.

Nominees

- a) Any individual - known locally, nationally or internationally - may be nominated as a candidate for the award of an ECU Honorary Degree or of the title of Fellow of the University.
- b) Any professor of the University may be nominated as a candidate for the award of the title of Emeritus Professor. Normally, the nominee would be retiring from the University.
- c) An individual who has received an honorary award from another institution, or who has received another form of formal University-level recognition from ECU, is not thereby excluded from the award of an ECU honorary award.
- d) Current students, staff members and voluntary office bearers of the University may be nominated for an ECU honorary award. In order to recommend an award, the Honorary Awards Committee must be satisfied that at least one criterion (as described under 4.2) has been met in full for the relevant award. An award shall

not normally be made until the individual has ceased his or her enrolment, employment or appointment at the University.

- e) Parliamentarians and paid political office-holders shall not be considered for an ECU honorary award while holding such positions or retaining political influence. Those who have been removed from the political arena for a sufficient period to be considered isolated from current political life may be considered.

4.5 Confidentiality

- a) A person nominated for an honorary award shall not be consulted beforehand. There is no guarantee that the nominee shall be recommended for award by either the Honorary Awards Working Group or the Honorary Awards Committee and maintenance of confidentiality minimises the likelihood of embarrassment to the nominee.
- b) Either the Honorary Awards Working Group or the Honorary Awards Committee may seek further and supporting information about a nominee from the person making the nomination or from other persons.

4.6 Members of the Honorary Awards Working Group and Honorary Awards Committee

Honorary Awards Working Group

- a) There will be an Honorary Awards Working Group, which will be a sub-committee of the Honorary Awards Committee. The Honorary Awards Working Group shall initially undertake due diligence by assessing, reviewing and shortlisting honorary award nominations for final consideration by the Honorary Awards Committee.
- b) The composition of the Honorary Awards Working Group is shown in the following Schedule:

| HONORARY AWARDS WORKING GROUP Composition |
|---|
| Deputy Vice-Chancellor (Strategic Partnerships) [Chair] |
| Vice-President (Corporate Services) |
| Deputy Vice-Chancellor (International) |
| Pro-Vice-Chancellor (Equity and Indigenous) |
| Executive Director (Enterprise and Development), Development and Alumni Relations |
| Director and General Counsel, Strategic and Governance Services |
| Executive Deans (x2) |

Honorary Awards Committee

- a) The Honorary Awards Committee, a Standing Committee of Council, shall review the nominations as assessed by the Honorary Awards Working Group and present its final recommendations to Council.
- b) The composition of the Honorary Awards Committee is shown in the following Schedule:

| HONORARY AWARDS COMMITTEE COMPOSITION |
|--|
| <u>Members</u> |
| Chancellor [Chair] |
| Deputy Chancellor |
| Vice-Chancellor |
| Chairperson of the Academic Board |
| One other Member of Council |
| President, ECU Student Guild |
| Representative from University Executive |
| Two members nominated by the Academic Board |
| <u>Accredited Observer</u> |
| Chair of the Honorary Awards Working Group |

- c) The role, function and current membership of the Honorary Awards Working Group and the Honorary Awards Committee are described in the related document *Honorary Awards Committee and Honorary Awards Working Group – Terms of Reference and Membership (refer to section 6.1)*.

4.7 Honorary Awards – Procedures

The *Procedures* that form an attachment to this Policy may be varied or amended from time to time by resolution of the Honorary Awards Committee.

5. Accountabilities and Responsibilities

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Policy Owner is the **Council Secretary** who has overall responsibility for the content of this policy and its operation in ECU.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. Related Documents

6.1 The policy is supported by the following:

- [Procedures \(attached\)](#)
- [Terms of Reference and Membership](#)
- [Edith Cowan University Act 1984](#)
- [Statute No. 26: Conferral and Presentation of Awards of the University](#)
- [Post-Nominals Policy](#)

7. Contact Information

For queries relating to this document please contact:

| | |
|------------------------|--|
| Policy Owner | Council Secretary |
| All Enquiries Contact: | Manager University Governance |
| Telephone: | 08 6304 2109 |
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8. Approval History

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|-----------------------------|--|
| Policy Approved by: | Council |
| Date Policy First Approved: | 14 June 2001 |
| Date last modified: | October 2017 |
| Revision History: | <p>3 August 2012 – very minor editorial changes approved by the Honorary Awards Committee</p> <p>27 August 2009 (UC135/17)</p> <p>7 December 2006 (UC119/13)</p> <p>18 March 2006</p> <p>10 December 2015 (UC173/24)</p> <p>16 February 2016 & 15 March 2016 – minor changes to the names of the Honorary Awards Working Group and the Honorary Awards Committee Membership</p> <p>15 July 2016 – minor amendments</p> |

| | |
|--------------------|---|
| | May 2017 – Membership of Honorary Awards Working Group and Honorary Awards Committee updated 26 October 2017 – Reviewed and Updated (UC184/14) |
| Next Revision Due: | October, 2020 |
| File Reference | SUB/276 |

HONORARY AWARDS - PROCEDURES

Note: This document should be read in conjunction with University Policy ac009: Honorary Awards of the University.

1. Nomination procedure

- 1.1 The Honorary Awards Working Group shall usually meet **twice** each calendar year to consider nominations.
- 1.2 The Honorary Awards Committee shall usually meet **twice** each calendar year on a date **after** the Honorary Awards Working Group has met.
- 1.3 The Chair of the Honorary Awards Committee has the discretion to cancel the second round of Honorary Award meetings if it is deemed necessary.
- 1.4 The Executive Officer, Honorary Awards Committee shall publish an official call for nominations by email to those eligible to nominate.
- 1.5 Only nominations received by the published closing date for nominations shall be considered by the Honorary Awards Committee as part of the current round. Unless otherwise determined by the Chairperson of the Honorary Awards Committee, nominations that are received outside the advertised period shall be held by the Executive Officer, Honorary Awards Committee for consideration with the subsequent round of nominations.
- 1.6 Nominations shall be circulated under the confidential section of the agenda of any meeting at which they are to be considered.
- 1.7 As far as possible, the Honorary Awards Working Group and the Honorary Awards Committee will promote equity and diversity of both the committees' membership and the Honorary Award nominees.

2. Timing of call for nominations

- 2.1 The timing of the call for nominations shall be considered in conjunction with the timing of related meetings of the Honorary Awards Working Group, Honorary Awards Committee and Council.

3. Advice to persons who have submitted nominations

- 3.1 Each nominator of a candidate for an honorary award shall receive written acknowledgement of his/her submission from the Executive Officer, Honorary Awards Committee. The acknowledgement shall include an estimate of the period of time required for the honorary awards selection and approval process.
- 3.2 Following Council's resolutions with respect to the Honorary Awards Committee's award recommendations, the Executive Officer Honorary Awards Committee shall advise each nominator in writing of the outcome of his/her nomination.
- 3.3 The nominator of a person who is to receive an ECU honorary award shall be invited to attend the ECU graduation ceremony at which the award is to be presented.

4. Selection

4.1 The Honorary Awards Working Group shall initially consider all nominations with reference to the criteria described at 4.2 *Criteria for Honorary Award Nominations* of the ac009 *Honorary Awards Policy*, in accordance with this document and within the provisions of the Honorary Award Terms of Reference.

4.2 Candidates for an honorary award will be endorsed by the Honorary Award Committee and forwarded to Council for final approval.

4.3 A member of the Honorary Awards Working Group or Honorary Awards Committee who has nominated a candidate for an honorary award shall not take part in the deliberations of the Honorary Awards Working Group nor in the recommendations of the Honorary Awards Committee on the candidate so nominated.

4.4 When the grounds for the nomination of a candidate for an honorary award include academic eminence, the Executive Dean of the appropriate School or relevant discipline head may be co-opted without vote to the Honorary Awards Working Group.

4.5 In cases where an honorary award nomination is based on the candidate's contribution to or achievements in either:

- the South West region or at the South-West Campus (Bunbury), or
- the performing arts or the Western Australian Academy of Performing Arts,

the Chair of the Honorary Awards Working Group and/or the Chair of the Honorary Awards Committee may canvas the views of the South-West Campus (Bunbury) Advisory Board or the WAAPA Advisory Board respectively in such a manner as he or she deems appropriate.

4.6 Either the Honorary Awards Working Group or the Honorary Awards Committee may seek further and supporting information about a nominee from the person making the nomination or from other persons.

4.7 Individuals deemed by the Honorary Awards Working Group to be suitable candidates for an honorary award shall be recommended to the Honorary Awards Committee for their consideration.

4.8 All nominations that are recommended to the Honorary Awards Working Group and the Honorary Awards Committee shall be accompanied by sufficient documentation to enable members of the Working Group and the Honorary Awards Committee to make an informed decision.

4.9 Should a nomination be considered unsuitable by the Honorary Awards Working Group, the nomination will be accompanied by a supporting qualification when presented to the Honorary Awards Committee.

4.10 Once the offer of an honorary award has been approved by Council, the Chancellor via the Executive Officer, Honorary Awards Committee must ascertain whether the nominee is willing to receive the award. This may be done by a letter from the Chancellor.

4.11 Before the letter offering the honorary award is sent to the nominee, a draft letter shall be sent to the Executive Dean and/or other executives/ and nominator to

ensure the letter is clear on what linkages between the nominee and University may be profiled. A copy of the letter shall be provided to the Chair of the Working Group

5. Variation of award type

The Honorary Awards Committee will make the final decision as to the suitability and appropriateness of all Honorary Award nominations.

6. Award benefits

The recipient of an ECU Honorary Award shall receive:

- a) travel to and from Perth or Bunbury from his or her residence and accommodation in Perth or Bunbury (as required) to attend an ECU graduation ceremony for formal presentation of the Honorary Degree or title of Fellow;
- b) appropriate academic dress for the presentation;
- c) a citation in a presentation folder;
- d) a framed award testamur.

7. Postnominals

7.1 The recipient of an Honorary Degree is entitled to use postnominals as follows:

- Doctor of the University HonDUniv *ECowan*
- Doctor of Arts..... HonDArts *ECowan*
- Doctor of Business HonDBus *ECowan*
- Doctor of Commerce..... HonDCommc *ECowan*
- Doctor of Education HonEdD *ECowan*
- Doctor of Engineering..... HonDEng *ECowan*
- Doctor of Health Science HonDHlthSc *ECowan*
- Doctor of Laws..... HonLLD *ECowan*
- Doctor of Medical Science.....HonMedSc *ECowan*
- Doctor of Music.....HonDMus *ECowan*
- Doctor of Nursing..... HonDNurs *ECowan*
- Doctor of Performing ArtsHonDPerfA *ECowan*
- Doctor of Science HonDSc *ECowan*

7.2 Postnominals are not prescribed for recipients of the title of Fellow of the University or of Emeritus Professor.

8. On-going entitlements for honorary award recipients

8.1 On-going entitlements for ECU honorary award recipients are determined by the Honorary Awards Committee in consultation with relevant officers of the University.

8.2 For all purposes of courtesy and on ceremonial occasions an Emeritus Professor shall be regarded as a professor of the University but shall not by reason of such office be a member of the Academic Board or of any School.

9. Responsibilities

A recipient of an honorary award will not, by means of any action, association or inaction, bring the University or the University Council into disrepute.

10. Titles

Persons who are conferred with an honorary degree are entitled to use the post-nominal for that degree as prescribed above.

Recipients of honorary degrees are not entitled to use the titles 'Doctor' or 'Dr' before their names outside the University.

11. Conferral and presentation

An honorary award will be conferred in perpetuity.

Statute No. 26 – *Conferral and Presentation of Awards of the University [Section 2.2(a)]* reserves the right of the University Council to revoke, on good cause being shown, any academic award.

Unless the Council determines, honorary awards shall be conferred only at an ECU graduation ceremony. The Honorary Awards Committee may by exception recommend to Council alternative arrangements for conferral of an ECU honorary award.

A citation summarising the recipient's achievements and the University's reason for conferring the honorary award shall be read as part of the presentation.

Posthumous honorary awards will not be recommended. In conferring an honorary award, the University seeks to honour the person and not his/her memory. Where a recipient indicates their willingness to accept an honorary award, but:

- dies before the conferral ceremony, an honorary award can be conferred posthumously;
- is temporarily or permanently incapacitated before the conferral ceremony, a relative or associate may receive the award on behalf of the recipient, at the discretion of the Vice-Chancellor.

Where an honorary award is conferred posthumously, a relative or associate may receive the award on behalf of the recipient, at the absolute discretion of the University Council.

Only recipients who are temporarily or permanently incapacitated can have their honorary award conferred *in absentia*.

If a recipient declines the offer of an honorary award:

- the Vice-Chancellor will report the nominee's response to the Council Secretary.
- the Council Secretary will enter the changed status of the declined award into the minutes of the next Honorary Awards Committee for noting by that Committee and the University Council.
- the offer will then lapse.

If a recipient fails to respond within twelve months to the offer of an honorary award:

- the Vice-Chancellor will report the lack of a response to the Chair of the Honorary Awards Committee;
- the Council Secretary will enter the changed status of award where no response has been received into the minutes of the next Honorary Awards Committee for noting by that Committee and the University Council.
- the offer will then lapse.

12. Public Relations

12.1 The Office of Development and Alumni Relations shall liaise with relevant officers of the University to maximise positive publicity opportunities resulting from conferral of an ECU honorary award.

12.2 The Executive Officer, Honorary Awards Committee is responsible for maintaining a full listing of ECU honorary award recipients in a publicly accessible location (usually the University's internet site).

13. Honorary Awards Procedures

The *Procedures* that form an attachment to the *Honorary Awards Policy* may be varied or amended from time to time by resolution of the Honorary Awards Committee.