

**Policy Title: Honorary Awards of the University**

**Policy Owner: University Secretary**

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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 and the conferral of the title of Emeritus Professor.

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

This policy prescribes the criteria, nomination and approval process for Honorary Awards and conferral of the title of Emeritus Professor.

**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 conferral of the title of Emeritus Professor.

The offer of any Honorary Award or the conferral of the title of Emeritus Professor may be approved only by University Council, following consideration of recommendations from:

- a.) the Honorary Awards Committee for Honorary Degrees and Fellows of the University; and
- b.) from the Academic Board for Emeritus Professors.

### 3. Definitions

TERM	DEFINITION
<b>Honorary Award</b> means	an award, <i>honoris causa</i> , of any degree of the University or the award of Fellow of the University, as 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.
<b>Honorary Awards Committee</b> means	the Committee established by Council to consider nominations for Honorary Awards and to make recommendations to Council.
<b>Honorary Awards Working Group</b> means	a working group established to undertake due diligence by assessing and considering Honorary Award nominations and providing advice to the Honorary Awards Committee.
<b>Honorary Degree</b> means	the Honorary Award of any degree of the University <i>honoris causa</i> .
<b>Emeritus Professor</b> means	a title conferred in perpetuity, as a form of recognition accorded to a person who has occupied the position of professor in the University and has given distinguished service to the University.

### 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) Fellow of the University [title]

#### 4.2 Criteria for Honorary Award and Emeritus Professor 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 the individual reflects ECU's values<sup>1</sup> and meets one or more of the following criteria:

- has 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;
- has demonstrated outstanding achievement as a member of the Alumni of the University.

##### b) 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 the individual meets one or more of the following criteria:

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

##### c) Emeritus Professor [title]

A retired or retiring professor may be recommended to Council by the Academic Board for the conferral 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 nominated candidate 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).

#### 4.3 Nominations

- a) Nominations will be submitted at a time determined in accordance with the document *Honorary Awards – Procedures*.

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<sup>1</sup> 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.

- b) Nominations will be submitted in writing under confidential cover by the advertised closing date for nominations, and will state the grounds upon which the candidate is nominated. The Executive Officer, Honorary Awards Committee, receives nominations on behalf of the Chancellor for Honorary Awards.

#### 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 full-time or part-time ECU staff member (excluding casual and honorary staff); or
  - the President of the ECU Student Guild.
- b) Nominations for the conferral of the title 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 Committee and the Academic Board will promote equity and diversity of the Honorary Award and Emeritus Professor nominations.

##### *Candidates*

- 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 conferral of the title of Emeritus Professor. Normally, the nominated candidate would have retired or 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 or conferral, the Honorary Awards Committee or the Academic Board must be satisfied that at least one criterion (as described under 4.2) has been met in full for the relevant award or title. An award or conferral will 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 will 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 or the title of Emeritus Professor will not be consulted beforehand as maintenance of confidentiality minimises the likelihood of embarrassment to the nominated candidate.
- b) The Honorary Awards Working Group, the Honorary Awards Committee, or the Academic Board may seek further and supporting information about a nominated candidate from the person making the nomination or from other persons.

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

a) Honorary Awards Committee

- i) The Honorary Awards Committee, a Standing Committee of Council, will review the nominations for Honorary Awards as assessed by the Honorary Awards Working Group and present its recommendations to Council.
- ii) The composition of the Honorary Awards Committee will be:

<b>Honorary Awards Committee – Composition</b>
<u>Members</u>
Chancellor [Chair]
Deputy Chancellor
Vice-Chancellor
Chairperson of the Academic Board
One other Member of Council
President, ECU Student Guild
One Member of University Executive
Two Members nominated by the Academic Board
<u>Accredited Observer</u>
Chair of the Honorary Awards Working Group

b.) Honorary Awards Working Group

- i) There will be an Honorary Awards Working Group, which will be a sub-committee of the Honorary Awards Committee. The Honorary Awards Working Group will initially undertake due diligence by assessing and reviewing nominations for Honorary Awards for consideration by the Honorary Awards Committee.
- ii) The composition of the Honorary Awards Working Group will be:

<b>Honorary Awards Working Group – Composition</b>
Deputy Vice-Chancellor (Strategic Partnerships) [Chair]
Pro-Vice-Chancellor (Equity and Indigenous)
Vice-President (Enterprise and Development)
Director and General Counsel, Strategic and Governance Services
One Executive Dean in Humanities, Arts and/or Social Sciences (HASS)
One Executive Dean in Science, Technology, Engineering, Mathematics and/or Medicine (STEMM)
One other Executive Dean

- c.) The role, function and current membership of the Honorary Awards Working Group and of the Honorary Awards Committee are further described in the related document *Honorary Awards Committee and Honorary Awards Working Group – Terms of Reference and Membership (refer to section 6 of this Policy)*.
- d.) The role, function and current membership of the Academic Board are described in the related document *Academic Board Terms of Reference and Membership (refer to section 6 of this Policy)*.

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, accountabilities and responsibilities are as follows:

*Policy Owner*

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

*ECU Staff*

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

This Policy is supported by the following:

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

## 7. Contact Information

Policy Owner	University Secretary
All enquiries contact:	Manager, University Governance
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## 8. Approval History

Policy Approved by:	Council
Date Policy First Approved:	14 June 2001
Date last modified:	21 June 2019
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# HONORARY AWARDS AND TITLE OF EMERITUS PROFESSOR – PROCEDURES

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

## 1. Timing of call for nominations

- 1.1 The timing of the call for nominations for Honorary Degrees and Fellows of the University will be considered in conjunction with the timing of related meetings of the Honorary Awards Working Group, Honorary Awards Committee and Council.
- 1.2 There will be no official call for nominations for the title of Emeritus Professor. Nominations for the conferral of the title of Emeritus Professor may be made at any time throughout the year.

## 2. Timing of consideration of nominations

### Honorary Awards

- 2.1 The Honorary Awards Working Group will usually meet twice each calendar year to consider nominations.
- 2.2 The Honorary Awards Committee will usually meet twice each calendar year, with each meeting held on a date after a meeting of the Honorary Awards Working Group has taken place.
- 2.3 The Chair of the Honorary Awards Committee has the discretion to cancel the second round of Honorary Award meetings if it is deemed necessary.
- 2.4 The Executive Officer, Honorary Awards Committee will publish an official call for nominations by email to those eligible to nominate.
- 2.5 Only nominations received by the published closing date for nominations will normally 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 will be held by the Executive Officer, Honorary Awards Committee for consideration with the subsequent round of nominations.
- 2.6 Nominations will be circulated under the *in camera* section of the agenda of any meeting at which they are to be considered.

### Emeritus Professor

- 2.7 Nominations submitted for the conferral of the title of Emeritus Professor will be considered at the next scheduled meeting of the Academic Board.
- 2.8 Nominations will be circulated under the confidential section of the agenda of any Academic Board meeting at which they are to be considered.



### **3. Advice to persons who have submitted nominations**

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

### **4. Process for consideration of nominations**

- 4.1 Criteria
  - (a) The Honorary Awards Working Group and the Honorary Awards Committee will consider all nominations for an Honorary Degree or the title of Fellow of the University with reference to the criteria described at 4.2(a) and (c) of the *Honorary Awards Policy*, in accordance with this document and within their Terms of Reference.
  - (b) The Academic Board will consider all nominations for the title of Emeritus Professor with reference to the criteria described at 4.2(b) of the Honorary Awards Policy and in accordance with this document.
- 4.2 A member of the Honorary Awards Working Group, Honorary Awards Committee or the Academic Board who has an interest in relation to a nominated candidate should disclose the interest. The relevant body will consider the nature of the interest and determine whether or not the person who has disclosed the interest may participate in any deliberations or recommendations with respect to the nominated candidate.
- 4.3 When the grounds for the nomination of a candidate for an Honorary Degree or the title of Fellow of the University include academic eminence, the Executive Dean of the appropriate School or relevant discipline head may be asked to review and provide an assessment on the nomination to the Honorary Awards Working Group.
- 4.4 The Executive Dean of the appropriate School or relevant discipline head may be asked to review and provide an assessment on a nomination for the title of Emeritus Professor to the Academic Board.
- 4.5 In cases where an Honorary Degree or title of Fellow of the University nomination is based on the candidate's contribution to or achievements in either:
  - (a) the South West region or at the South-West Campus (Bunbury), or
  - (b) 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 canvass the views of the ECU South West Campus (Bunbury) Advisory Board or the WAAPA Advisory Board respectively in such a manner as the Chair deems appropriate.

- 4.6 The Honorary Awards Working Group, the Honorary Awards Committee or the Academic Board may seek further and supporting information about a nominated candidate from the nominator or from other persons.
- 4.7 All nominations that are submitted to the Honorary Awards Working Group, the Honorary Awards Committee, or the Academic Board will be accompanied by sufficient documentation to enable members to make an informed decision.
- 4.8 Individuals deemed by the Honorary Awards Working Group to be suitable candidates for the award of an Honorary Degree or title of Fellow of the University will be recommended to the Honorary Awards Committee for the Committee's consideration.
- 4.9 Should a nomination be considered unsuitable by the Honorary Awards Working Group, the nomination will be accompanied by a supporting qualification when submitted to the Honorary Awards Committee.
- 4.10 Recommendation to Council
- (a) The Honorary Awards Committee will consider all nominations for an Honorary Degree or title of Fellow of the University together with the assessment and due diligence report provided by the Honorary Awards Working Group. Nominations that have been endorsed by the Honorary Awards Committee will be recommended by the Committee to Council for approval.
- (b) The Academic Board will consider all nominations for the title of Emeritus Professor. Nominations that have been endorsed by the Academic Board will be recommended by the Board to Council for approval.
- 4.11 Council will consider the recommendations from the Honorary Awards Committee and the Academic Board, and will resolve in each case whether or not an award is to be offered.
- 4.12 Once the offer of an Honorary Award has been approved by Council, the Chancellor via the Executive Officer, Honorary Awards Committee will ascertain whether the nominated candidate is willing to receive the award. This may be done by a letter from the Chancellor.
- 4.13 Before a letter offering an Honorary Degree or the title of Fellow of the University is sent to the nominated candidate, a draft letter will be reviewed by a relevant member of the University Executive and the nominator to ensure that linkages between the nominated candidate and the University have been articulated. A copy of the letter will be provided to the Chair of the Honorary Awards Working Group.

## **5. Variation of award type**

The Honorary Awards Committee will determine the suitability and appropriateness of the award proposed in a nomination for an Honorary Degree or title of Fellow of the University. The Committee may vary the award type in making its recommendation to Council.

## 6. Award benefits

- 6.1 A recipient of an ECU Honorary Degree or title of Fellow of the University will 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) citation in a presentation folder;
  - (d) a framed award testamur.
- 6.2 A recipient of the title of Emeritus Professor will receive:
- (a) a letter from the Chancellor;
  - (b) a framed certificate of conferral of title.

## 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 Arts ..... HonDPerfA *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 Degree recipients and Fellows of the University 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 will be regarded as a Professor of the University but will not by reason of such office be a member of staff nor 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

10.1 Persons who are conferred with an Honorary Degree are entitled to use the post-nominal for that Degree as prescribed above.

10.2 Recipients of Honorary Degrees are not entitled to use the titles 'Doctor' or 'Dr' outside the University.

## 11. Conferral and presentation

11.1 An Honorary Award will be conferred in perpetuity.

11.2 The University Council may revoke, on good cause being shown, any academic award pursuant to Statute 26 *Conferral and Presentation of Awards of the University*.

11.3 Unless the Council determines, Honorary Degrees and titles of Fellow of the University will be conferred only at an ECU graduation ceremony. The Honorary Awards Committee may by exception recommend to Council alternative arrangements for conferral of an Honorary Degree or title of Fellow of the University.

11.4 A citation summarising the recipient's achievements and the University's reason for conferring the Honorary Degree or title of Fellow of the University will be read as part of the presentation.

11.5 Posthumous Honorary Awards will not be recommended. In conferring an Honorary Award, the University seeks to honour the person and not the person's memory. Where a recipient accepts the offer of an Honorary Award, but:

- (a) dies before the conferral ceremony, an Honorary Award may be conferred posthumously, and a relative or associate may receive the award on behalf of the recipient at the discretion of the University Council;
- (b) 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.

11.6 Only recipients who are temporarily or permanently incapacitated may have their Honorary Award conferred *in absentia*.

11.7 If a recipient declines the offer of an Honorary Award:

- (a) the recipient's response will be reported to the University Secretary;
- (b) the declined offer of an Honorary Award will be recorded on the register of offers and noted at the next meeting of the Honorary Awards Committee; and
- (c) the offer will lapse.

- 11.8 If a recipient fails to respond within twelve months to the offer of an Honorary Award:
- (a) the absence of response will be reported to the University Secretary;
  - (b) the absence of response will be recorded on the register of offers and noted at the next meeting of the Honorary Awards Committee; and
  - (c) the offer will lapse.

## **12. Public Relations**

- 12.1 The Office of Development and Alumni Relations will 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 comprehensive list of ECU Honorary Award recipients in a publicly accessible location ([ECU Honorary Awards webpage](#)).

## **13. Honorary Awards Procedures**

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