

## HONORARY DOCTORATE DEGREE GUIDELINES

### Introduction

The Board of Governors invites nominations for Honorary Doctorate Degrees to be awarded at the Spring Convocation held each year.

The nomination and approval process for Honorary Doctorate Degrees is confidential and all those involved in the process are expected to maintain that confidentiality.

Nominations will be accepted from anyone in the Emily Carr community. Individuals may not nominate themselves or members of their family. Nominations will be evaluated by the Deans Committee, Vice President Academic + Provost and President + Vice-Chancellor before being referred to the Board of Governors Executive Committee and then onto the Board of Governors itself.

### Eligibility

An Honorary Doctorate Degree is the highest honour conferred by Emily Carr University, awarded to those who have made extraordinary contributions to academia and/or to society:

- in Canada, or internationally, particularly in fields of interest to Emily Carr; or
- to the development of Emily Carr University; or
- to the betterment of culture, or society, or the local community.

To be considered, a nominee must have sufficient stature and recognition to ensure that the awarding of an Honorary Doctorate Degree enhances the reputation of Emily Carr University.

### Exclusions:

- Administration, faculty and staff at Emily Carr are normally not eligible for nomination until at least three years after leaving the University.
- Politicians currently in office will not normally be considered.
- The nominee must be living. If the candidate dies after accepting the nomination, but prior to its award, the degree will be awarded posthumously.
- Other than in exceptional circumstances, honorands must be present at the Convocation ceremony to receive a degree; degrees will not be offered in absentia.

Since almost all candidates for Honorary Doctorate Degrees will be distinguished people in one way or another, the Deans Committee will consider the following:

- In what ways is the candidate's achievement truly outstanding?
- In what ways has the nominee made an extraordinary contribution to scholarship, society and culture?
- Will this person's achievement be seen to be important and exemplary to the students who will graduate at that Convocation?

- Has this person already been sufficiently recognized by other honors and awards?
- Has this person been appropriately recognized by the field or profession in which s/he is said to excel?
- Is it appropriate and/or strategic for Emily Carr University to honour this person at this time?
- Is the nominee already aware of Emily Carr University and would s/he appreciate the significance of the award?
- Does this candidate help Emily Carr University achieve the goal of reflecting the diversity of Canadian society or the academic diversity of the University in the honours it bestows?

### **Nomination Process**

- The official nomination form, available on the Board of Governors website must be submitted, including the nominee's verifiable mailing address, email address and phone number.
- Nomination material should include sufficient documentation to clearly support the nomination and assist the Deans Committee with the review, including a concise statement of the nominee's extraordinary contributions to academia and/or to Emily Carr University and/or to society and how these contributions distinguish him or her.
- Nominators should not seek outside letters of support. If they are solicited, a nominator must inform the reference of the strict confidentiality of the process.
- Nominations may be submitted at any time, however for submissions to be considered for a particular year the deadline is typically the end of September. Official deadlines will be published on the Board of Governors website.
- The nomination and selection process is confidential. All materials submitted are held in confidence and nominators should not inform the nominee of the nomination. The outcome of any individual nomination shall not be released out of respect for the nominee and to ensure the integrity of the process.
- Nominators will receive a confirmation of the receipt of the nomination, but, due to the confidential nature of the process, will not be informed about the status of that nomination. Approved candidates will remain active for three years.
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### **Approval Process**

- The Board of Governors, with advice from the Deans Committee, approves Honorary Doctorates Degrees and forwards its approved list to the Senate for information and to the President + Vice-Chancellor.
- An Honorary Doctorate Degree might not be conferred in the year in which it is approved.
- Emily Carr University is under no obligation to award an honorary doctorate in any year.