



## ACADEMIC COUNCIL REPORT

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### SESSION:

Public  
Non-Public

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### ACTION REQUESTED:

Decision  
Discussion/Direction  
Information

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**TO:** Academic Council

**DATE:** November 19, 2019

**FROM:** Governance & Nominations Committee (GNC)

**SUBJECT:** Review of Honorary Degrees Committee (HDC) Terms of Reference

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### COMMITTEE MANDATE:

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the implementation of By-law No. 2, the GNC has been asked to review the Terms of Reference for all of Academic Council's standing committees.
- GNC is seeking Academic Council's feedback on the proposed changes to the HDC Terms of Reference.

### CONTEXT & RATIONALE:

- In order to assist the GNC with its review of the HDC's Terms of Reference, the Office of the University Secretary and General Counsel conducted a benchmarking exercise reviewing the membership and mandate of other Canadian universities' committees responsible for honorary degrees.
- The HDC Terms of Reference are currently contained within a document that sets out the honorary degree candidate selection criteria and selection process.

### Recommendation:

- Create separate HDC Terms of Reference and honorary degree selection procedures.

**Committee Membership:**

- GNC provided direction to include an option to have an alumni member as a member of the HDC.
- GNC supported including an elected administrative staff member on the HDC.

**HDC Mandate:**

- The mandate of the committee reflects the responsibilities set out in the existing honorary degrees policy document.

**NEXT STEPS:**

1. Council's feedback will be communicated to GNC at the meeting on April 21, 2020 (if necessary).
2. The Terms of Reference will be presented to Academic Council for recommendation on May 26, 2020 and to the Board for approval on June 25, 2020.

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**SUPPORTING REFERENCE MATERIALS:**

- Blacklined version of Honorary Degrees Committee Terms of Reference
- Current Terms of Reference of Honorary Degrees Committee

**ACADEMIC COUNCIL**  
**Honorary Degrees Committee**

## 1. TERMS OF REFERENCE

The Honorary Degrees Committee (“Committee”) is a standing committee of the university’s Academic Council whose mandate is to consider all honorary degree nominations and recommend to the President those candidates who meet the established criteria for the awarding of an honorary degree.

Specifically, the Committee will have the following responsibilities:

- a) oversee the nominations process, including the call for nominations;
- b) encourage nominations and recommend potential honorary degree recipients that reflect the diversity of Canadian society and the university community;
- c) use its best efforts to provide a balanced representation among scholarly disciplines, service, and other fields of accomplishment;
- d) recommend to the President the type of degree to be awarded and the appropriate convocation at which the degree should be conferred;
- e) develop and maintain a pool of candidates for honorary degrees from which candidates may be drawn over time; and
- f) maintain the utmost confidentiality of the nominations and selection process.

## 2. MEETINGS

The Committee will meet at least once per year. In accordance with the university’s Act and By-laws, the Committee will conduct only Non-Public meetings.

## 3. MEMBERSHIP

The Committee will be composed of:

### *Ex-officio*

- President & Vice-Chancellor (Chair)
- Chancellor
- Provost & Vice-President, Academic or designate
- Senior administrator responsible for advancement or designate
- Secretary of Academic Council or designate (non-voting)

**Commented [BD1]:** Allows for flexibility in case of a change in title

#### Elected

- Three (3) tenured, tenure-track or teaching faculty members
- One (1) administrative staff member
- One (1) student (undergraduate or graduate)

**Commented [BD2]:** Updated from term “core faculty” & consistent with By-law No. 2

**Commented [BD3]:** Added per GNC’s direction

The Committee Chair also has the option of adding one (1) alumni member, to be selected through an expression of interest process conducted by the Governance and Nominations Committee.

**Commented [BD4]:** Per GNC’s direction

#### 4. QUORUM

Quorum requires that a majority of the Committee members entitled to vote be present.