

Honorary Degree

1.0 Purpose

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1.0 Purpose

This procedure provides for the operationalisation of the Honorary Degree Policy.

2.0 Scope

This procedure applies to all nominations and awards of the honorary degree of Doctor of the University.

3.0 Procedure

3.1 Nominations

The Chief Operating Officer will invite confidential nominations for the award of the honorary degree of Doctor of the University ahead of two People, Nominations and Remuneration Committee meetings held each year. Additional calls for nominations may be made if required.

The call for nominations will be sent to Executive Group members, Deans, Heads of School / Department, Research Centre Directors and Office Directors.

All nominations must be:

- aligned to the principles and criteria outlined in the Honorary Degree Policy
- managed with strict confidentiality; no approach is to be made to the nominee and prospective nominations must not be discussed at or referred to committees (other than the People, Nominations and Remuneration Committee) for consideration
- completed using the confidential Honorary Degree Nomination Form provided with the call for nominations
- endorsed by an Executive Group member
- sent to the Honorary Degree Coordinator.

Nominations completed using the confidential Honorary Degree Nomination Form will include:

- completion of due diligence and confirmation of the nominee's eligibility and suitability for the award
- a description of the nominee's distinguished service, as detailed in the Honorary Degree Policy
- links the nominee has to the University, if any
- possible future involvement the nominee might have with the University
- the nominee's curriculum vitae if available, and any other supporting information and evidence of the nominee's achievements
- contact details of the nominator should the People, Nominations and Remuneration Committee wish to consult them.

Nominations received after the submission due date will be held over for consideration at a subsequent meeting.

The Honorary Degree Coordinator will compile nominations for consideration by the People, Nominations and Remuneration Committee.

The People, Nominations and Remuneration Committee may also generate its own nominations. In such instances, due diligence will be completed with the assistance of the Honorary Degree Coordinator following the meeting, and prior to recommendation to Council.

3.2 Quality of nominations

All nominations will be checked by the Honorary Degree Coordinator to ensure the requirements set out in section 3.1 above have been addressed and expected quality standards met before sending to the Vice Chancellor for review and endorsement.

Nominations that fulfil these requirements and quality standards, and have been endorsed by the Vice Chancellor, will be presented to the People, Nominations and Remuneration Committee for consideration.

Nominations that do not fulfil these requirements will be referred back to the person submitting the nomination.

3.3 Consideration, recommendation and approval

The People, Nominations and Remuneration Committee will consider all eligible nominations received and may also generate its own nominations.

Following consideration of nominations, the People, Nominations and Remuneration Committee will make confidential recommendations to Council for consideration and approval..

Council will then consider the confidential recommendations for approval.

Upon Council approval a letter will immediately be sent from the Vice Chancellor to the nominated DUniv recipient, inviting acceptance of the award. This letter will be accompanied by an information sheet that outlines the conditions of the award and the process for conferral. All responses received by the Vice Chancellor will be provided to the Graduations Manager and the Honorary Degree Coordinator. The nominator may be advised of the successful outcome at this time, but discretion is requested depending on planned formal communication of the award.

Unsuccessful nominations will only be communicated to the nominator if the Honorary Degree Coordinator is approached, or if the nomination was deferred for consideration at a later date. All communication will be managed with strict confidentiality.

3.4 Conferral ceremony, citation and service pin

The Graduations Manager will contact the DUniv recipient to arrange the date for the conferral of the award, which will usually take place at a future graduation ceremony.

The Graduations Manager will advise the Honorary Degree Coordinator of the conferral date once confirmed.

The Honorary Degree Coordinator will coordinate the preparation of a citation for the DUniv recipient based on the information provided in the nomination form, and from other sources as appropriate. The

draft citation will be reviewed and fact-checked by the nominator. The Graduations Manager will then contact the DUniv recipient for feedback and to ensure the citation is factually correct.

The Honorary Degree Coordinator will then send the final draft of the citation to the Vice Chancellor for approval, via the Chief of Staff.

Following the Vice Chancellor's approval, the Honorary Degree Coordinator will send the approved citation to the Graduations Manager for preparation ahead of conferral at a future graduation ceremony.

The citation will be read by the Vice Chancellor or nominee, and the DUniv recipient will receive a formal copy of the citation, as prepared by the Graduations Manager.

Following the conferral ceremony, the DUniv recipient will receive a service pin and a letter from the Chancellor.

3.5 Revocation of award

The University reserves the right to review and revoke honorary degree awards, whether or not they have been conferred.

The People, Nominations and Remuneration Committee will review past DUniv recipients periodically and as required and may recommend revocation of an award when the conditions outlined in the Honorary Degree Policy are met.

Where the People, Nominations and Remuneration Committee has made a recommendation to Council for the revocation of the award, the Council will consider for approval to revoke. Following Council consideration, the outcome will be communicated by the Council Secretary to the Honorary Degree Coordinator and if the award is to be revoked, the DUniv recipient will be notified. The Office of Marketing and Communication and Griffith Archives will also be notified to remove references to the DUniv recipient from University websites.

3.6 Reporting and record keeping

The Honorary Degree Coordinator will maintain and update a record of all DUniv recipients and their conferral dates. All new DUniv conferrals will be reported annually to the Archive Officer for updating the [Griffith Archive of DUniv recipients](#).

The Honorary Degree Coordinator will prepare a report on all DUniv acceptances and conferrals for consideration at People, Nominations and Remuneration Committee meetings.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Conferral means a Council-approved nomination for the award of the honorary degree has been accepted by the nominee and awarded by the Chancellor at a ceremony.

DUniv recipient refers to the person nominated for the award for the award of the honorary degree of Doctor of the University once the nomination has been approved by Council.

Honorary Degree Coordinator is the staff member in Corporate Governance responsible for overseeing and managing the honorary degree processes and works closely with the Secretary of the People, Nominations and Remuneration Committee.

Nominator refers to the person who generated and submitted the nomination for the award of the honorary degree of Doctor of the University.

Nominee refers to the person nominated for the award of the honorary degree of Doctor of the University prior to the nomination having been approved by Council.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Honorary Degree Procedure
Document number	2023/0001017
Purpose	This procedure provides for the operationalisation of the Honorary Degree Policy.
Audience	Staff; Students; Public
Category	Governance
Subcategory	
Effective date	12 April 2021
Updated	3 March 2023
Review date	2024
Policy advisor	Head, Corporate Governance
Approving authority	Vice Chancellor

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	N/A
Policy	Honorary Degree Policy Academic Freedom and Freedom of Speech Policy Code of Conduct Equity, Diversity and Inclusion Policy
Procedures	N/A
Local protocols	Honorary Degree Nomination Flowchart
Forms	Honorary Degree Nomination Form