

HARPER ADAMS UNIVERSITY
HONORARY AWARDS COMMITTEE
9 April 2024

TERMS OF REFERENCE

1. Principles
Harper Adams University may confer honorary degrees, fellowships, and Vice-Chancellor's

- x Honorary Fellowships: To be awarded on an exceptional basis, these are distinctive awards of merit for individuals who have made significant contributions to the success of the University and/or who have significantly contributed to the promotion of the objects of the University. These individuals will include alumni and ex-members of staff. These awards are given in recognition of past contributions.
- x Vice-Chancellor's Awards: These awards are given to recognise individuals where they may not be eligible for an Honorary Degree or Fellowship but where the University wishes to recognise significant contributions to the University community, or the industries it supports.

5. Approval Process

Nominations for Honorary Degrees and Fellowships are invited from any member of the University community or associated individuals, including members of the Board of Governors. Nominations should be submitted to the University Secretary's Office (via the Governance Manager) for consideration by the Honorary Awards Committee.

The Vice-Chancellor may recommend to the Chair of the Board the award of a Vice-Chancellor's Award to a member of staff, or other person, who in the opinion of the Vice-Chancellor has made a particularly significant contribution to the life and work of the University and/or the industries that the University supports.

6. Delegated Authority for Approval

The Honorary Awards Committee has delegated authority from the Board of Governors and the Academic Board to approve nominations it receives. Members of the Committee may act on the delegated authority of both bodies to approve nominations and invite approved nominees to accept an Honorary Award. Such arrangements remain strictly confidential until shortly before the event where an award is to be made, when the Board and Academic Board will be advised of the recipient of an imminent award.

The Committee will:

- x Review nominations for proposals for Honorary Degrees, Fellowships, and Vice-Chancellor's Awards;
- x Determine whether to approve the nomination, defer decision pending further information, or reject the nomination. Deferred nominations will normally be considered for a maximum of three consecutive Committee meetings. If deferral is due to an actual or perceived conflict of interest involving the nominee, the nomination will be deferred until the conflict is resolved.
- x Notify the proposer of the decision.
- x Notify the Board of Governors and the Academic Board before any award is to be conferred.

Upon approval, the Vice-Chancellor's Office will:

- x Contact the nominee to confirm acceptance and attendance. If the nominee rejects or defers the invitation, appropriate notifications will be made.
- x Notify relevant departments for certificate preparation, press release, oration preparation
- x Inform the Board of Governors and the Academic Board.

The Honorary Award will be conferred at the designated event. Recipients are expected to maintain contact with the University after receiving their award and attend formal events as appropriate.

HARPER ADAMS UNIVERSITY GUIDANCE ON NOMINATIONS FOR HONORARY AWARDS

Introduction

HAU Honorary Awards are among the highest awards the University can make to distinguished individuals.

Honorary awards may be awarded to individuals who are distinguished by excellence and originality and will embody the University's values. The list of honorary awardees over time should reflect the breadth of the University's activities and interests, in particular the local, national, and international dimensions to its work, ensuring as much as practicably possible a diverse representation that aligns with our commitment to promoting a globally inclusive academic community.

This guidance document sets out further details to support nominators in the process of nominating an individual for an award.

How do I submit a nomination?

Nominations for HAU Honorary Awards in 2024 are invited by the deadline of 27 March 2024.

Nominations will be considered by the Honorary Awards Committee in April 2024, with decisions for conferring an award being confirmed to the Academic Board and the Board of Governors before being awarded.

Nominators are reminded that that in line with HAU's Respect Agenda, a diverse range of nominations will be welcomed. Nominations should be regarded as strictly confidential and should not be mentioned in any circumstances to the nominees themselves. No names will be published until the nomination has been approved by the Board and until the nominee has been formally approached and has accepted their nomination.

Who is eligible to be nominated for an Honorary Degree ?

Those eligible for an Honorary Degree will be individuals who have made significant contributions or demonstrated significant achievements in their field of expertise at a national or international level. These awards are made to recognise individuals where their contributions or achievements are aligned to the University's future objectives and ambitions.

Nominators should use the relevant sections of the nomination form to make clear how the nominee satisfies the award criteria for Honorary Degrees. This may include reference to the nominee's key achievements and contributions (nationally and internationally) in their field or in public life, the nature of their association with HAU, as well as how the nominee reflects the values and ethos of HAU.

These awards provide an important opportunity to honour distinguished individuals and may be used to celebrate existing relationships or help establish new ones. The nomination form should describe the benefit of the award to HAU and to our relationship with the nominee, indicate potential opportunities for continued engagement, and explain how this honorary award will support HAU's strategic aspirations.

Nominations for an award of an Honorary Degree may be made posthumously.

Who is eligible to be nominated for an Honorary Fellowship?

Honorary Fellowships will be awarded on an exceptional basis. These are distinctive awards of merit for individuals who have made significant contributions to the success of the University and/or who have significantly contributed to the promotion of the objects of the University. These individuals will include alumni and ex-members of staff. These awards are given in recognition of past contributions. Honorary Fellowships may therefore be awarded in the following circumstances:

- x To provide a distinctive award of merit for individuals who have:

- o iv Made a significant contribution to promoting the interests of the University