

LINCOLN BISHOP UNIVERSITY
Document Administration

Document Title:	Honorary Awards Nominations Procedure
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Reason for development:	This document details the procedure for nominating potential recipients of the University's honorary awards. A procedure is also set out for the University to follow when considering nominations.
Scope:	This procedure applies to current University staff, students and University Council members (including co-opted committee members).
Author / developer:	Sub-group of the Honorary Awards Committee advised by the University Secretary and the Graduation and Council Office.
Owner	University Secretary
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Consultation: (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input checked="" type="checkbox"/> Students via Lincoln Bishop University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
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Honorary Award Proposal Process

1. Overview

- 1.1. Lincoln Bishop University may make the following honorary awards at its graduation ceremonies:
 - *Honorary Fellowship* is awarded in recognition of an outstanding contribution to the University extending beyond the immediate area of responsibility (for a member of staff);
 - *Distinguished Honorary Fellowship* is awarded in recognition of outstanding contributions to the University and public life locally and/or regionally;
 - *Honorary Doctorate* is awarded in recognition of an outstanding contribution to academic achievement and/or to social, economic or cultural life.

2. Nomination Process

- 2.1. Nominations for honorary awards may be made by current staff or students of Lincoln Bishop University and by current members of University Council (including co-opted committee members). Anonymous nominations are ineligible.
- 2.2. A nomination that has involved the nominee in its preparation will be ineligible. Those making a nomination must declare any actual or potential conflict of interest.
- 2.3. Nominations should be submitted to the Honorary Awards Committee by the specified deadline.
- 2.4. The Honorary Award Secretary will collate the information and schedule the Honorary Awards Committee.
- 2.5. The Committee will consider submissions and approve, decline or refer them for resubmission in a subsequent year.
- 2.6. Following rejection of a nominations there should not normally be a resubmission within three years.
- 2.7. Following acceptance of an award, the names of accepted honorary graduands or fellows would be noted to Senate and Council at their March meetings.

3. The Honorary Awards Committee

- 3.1. Membership of the Honorary Awards Committee is:
 - University Council – Chair and Vice-Chair
 - Senate – Chair (Vice-Chancellor), a Deputy Vice-Chancellor/Chief Operating Officer/Chief Financial Officer (whoever holds one of the specified positions)
 - Nominated Senate Academic Staff Member
 - The President of the Lincoln Bishop University Students' Union.
- 3.2. The officer for the Committee is the University Secretary.
- 3.3. The minuting secretary will provided by the Vice-Chancellor's Office.

4. Criteria for awards

4.1. For the award of an Honorary Fellowship nominees will normally:

- Have made an outstanding contribution to the University extending beyond the immediate area of their responsibility;
- Neither be a current employee, student or serving University Council or Committee Member, nor the holder of an honorary award of the University.

4.2. For the award of a Distinguished Honorary Fellowship nominees will normally:

- Have made outstanding contributions to the University and public life locally and/or regionally;
- Neither be a current employee, student or serving University Council or Committee Member, nor the holder of an honorary award of the University.

4.3. For the award of an Honorary Doctorate nominees will normally demonstrate an outstanding contribution to:

- Academic achievement; and/or
- Social, economic or cultural life.

The nomination will also indicate how, if the award was made, the nominee would:

- Enhance the reputation of the University;
- Provide a long-term positive relationship and/or development opportunity for the University.

5. Notes on Nomination Processes

5.1. Confidentiality must be observed until a nomination has been considered fully. This may extend until the ceremony at which a nominee receives the award

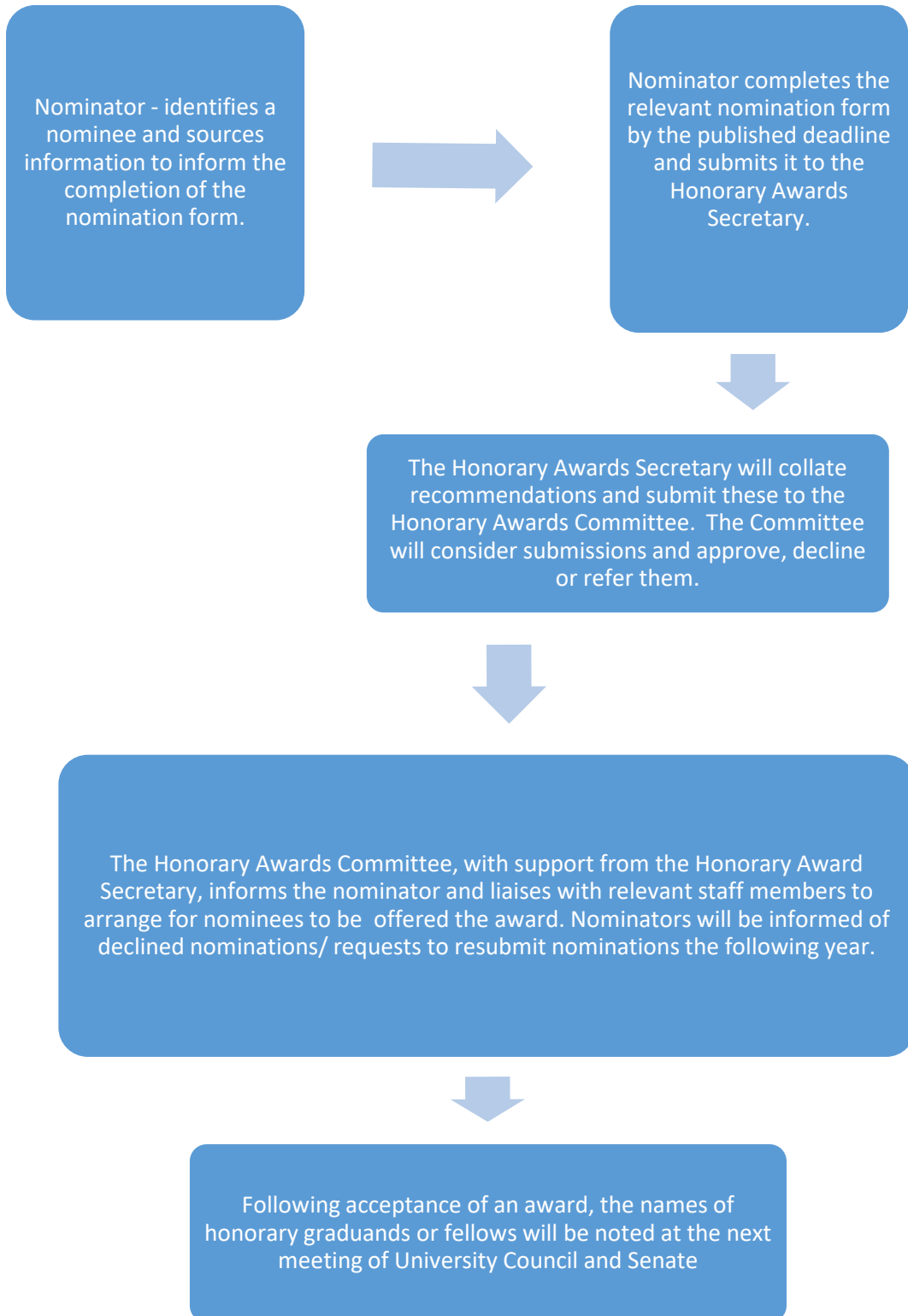
5.2. The University Council may rescind Lincoln Bishop University Honorary awards held by individuals who through their actions, in the opinion of University Council, have brought Lincoln Bishop University into disrepute

5.3. The University will not normally consider a nomination for:

- A current employee, student, or serving member of University Council or a Committee member;
- A current serving elected politician.



Process for Honorary Awards





Lincoln Bishop University Honorary Fellowship Nomination Form

Name of Nominee:

Nomination prepared by:

Nomination Proposed by:

Nomination proposed by (select appropriate):

- **University student** • **University staff member**

- **University Council Member** • **University Council Committee Co-opted Member**

Nominators contact details, should further information be required:

Date of nomination:

Nominator's signature:

How has the nominee has made an outstanding contribution to the University extending beyond the area of their responsibility (for a member of staff)? (Maximum of 500 words)

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To the best of your knowledge, is the nominee: <ul style="list-style-type: none">• A current serving elected politician?• An existing University honorary award holder?• A current University employee or University Council Member or Co-opted Committee Member?	Yes/No Yes/No Yes/No
If yes to any of the exclusions above, please give brief details below.	
Is there any reason to think that the nominee: <ul style="list-style-type: none">• was involved in the preparation of this nomination?• would be a risk to the values and ethos of the University?	Yes/No Yes/No
If yes to either consideration above, please give brief details below.	
Is there an actual or potential conflict of interest to declare?	Yes/No
If yes, please give brief details below.	

Completed forms must be returned to the Chair of the Honorary Awards Committee, c/o: the Honorary Awards Committee Officer by *date specified in email circulation*.

Completed forms should be submitted via email to Leanne Chancellor and Craig Ferguson at: graudation@lincolnbishop.ac.uk.



Lincoln Bishop University Honorary Distinguished Fellowship Nomination Form

Name of Nominee:

Nomination prepared by:

Nomination Proposed by:

Nomination proposed by (select appropriate):

- **University student** • **University staff member**
- **University Council Member** • **University Council Committee Co-opted Member**

Nominators contact details, should further information be required:

Date of nomination:

Nominator's signature:

How has the nominee has made outstanding contributions to the University and public life locally and/or regionally? (Maximum of 500 words)

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To the best of your knowledge, is the nominee: <ul style="list-style-type: none">• A current serving elected politician?• An existing University honorary award holder?• A current University employee or University Council Member or Co-opted Committee Member?	Yes/No Yes/No Yes/No
If yes to any of the exclusions above, please give brief details below.	
Is there any reason to think that the nominee: <ul style="list-style-type: none">• was involved in the preparation of this nomination?• would be a risk to the values and ethos of the University?	Yes/No Yes/No
If yes to either consideration above, please give brief details below.	
Is there an actual or potential conflict of interest to declare?	Yes/No
If yes, please give brief details below.	

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Lincoln Bishop University Honorary Doctorate Nomination Form

Name of Nominee:

Nomination Prepared by:

Nomination Proposed by:

Nomination Proposed by (select appropriate):

- **University Student** • **University staff member**
- **University Council Member** • **University Council Committee Co-opted Member**

Nominator's contact details, should further information be required:

Date of nomination:

Nominator's signature:

a. How has the nominee demonstrated an outstanding contribution to academic achievement? (Maximum of 500 words for sections a. and b. combined)

and / or

b. How has the nominee demonstrated an outstanding contribution to social, economic, or cultural life? (Maximum of 500 words for sections a. and b. combined)

and

If the award was made how would the nominee provide a long-term positive relationship and/or development opportunity for the University? (Maximum of 250 words)

If the award was made how would the nominee enhance the reputation of the University? (Maximum of 250 words)



To the best of your knowledge, is the nominee: <ul style="list-style-type: none">• A current serving elected politician?• A current University employee or University Council or Committee Member?	Yes/No Yes/No
If yes to any of the exclusions above, please give brief details below.	
Is there any reason to think that the nominee: <ul style="list-style-type: none">• was involved in the preparation of this nomination?• would be a risk to the values and ethos of the University?	Yes/No Yes/No
If yes to either consideration above, please give brief details below.	
Is there an actual or potential conflict of interest to declare?	Yes/No
If yes, please give brief details below.	

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