



GUIDELINES FOR THE AWARDING OF HONORARY DEGREES AT MOUNT ROYAL UNIVERSITY

An honorary degree is Mount Royal University's highest honour. The *Post-secondary Learning Act* stipulates that "the board of an undergraduate university may grant an honorary degree on a person." Honorary degrees shall be granted by Mount Royal University to recognize extraordinary professional and personal accomplishments and contributions to society. The vision of Mount Royal University is, "opening minds and changing lives". The vision will be reflected in individuals who receive honorary degrees from the University. While one or more of the following criteria might be weighted more or less heavily in the consideration of an individual candidate, the following criteria shall guide the awarding of honorary degrees.

CRITERIA

1. The candidate should have demonstrated extraordinary achievement or outstanding service in our community, in Canada or internationally.
2. The candidate should be someone who has distinguished themselves from others, achieved an exceptional standard of excellence in their chosen field and used their position or recognition for the betterment of society.
3. The candidate should be an exceptional individual who will bring honour to the University. The person may be well known or a rising star from any walk of life – the professions, business, academia, community, the arts, volunteer or non-profit sector, non-government organizations. The individual's achievement should be aligned with the vision and values of Mount Royal University.
4. The candidate should provide leadership and inspiration by being a role model to our graduates.

The Committee strives for diversity of backgrounds to reflect the social and cultural make-up of Canada and to affirm Mount Royal's commitment to equity, diversity and inclusion.

PROCESS FOR RECOMMENDING CANDIDATES FOR HONORARY DEGREES

General

The Mount Royal University Honours Committee provides recommendations to the Board of Governors and General Faculties Council for the awarding of honorary degrees at Mount Royal University.

- Normally only one honorary degree shall be conferred at each Convocation. Multiple recipients per ceremony will be reviewed on a case-by-case basis.
- The University normally shall not offer an honorary degree to anyone who is not in a position to accept the degree in person. An honorary degree may be conferred in absentia for cause.
- Successful candidates must accept their honorary degree within three years of the nomination being approved.
- Posthumous honorary degrees will not be recommended. In awarding the honorary degree, the University honours the person and not their memory. If the candidate dies after accepting the nomination but before the Convocation ceremony, the honorary degree will be awarded.
- The University normally shall not offer an honorary degree to any individual currently holding elected office at any level of the Canadian government.
- Current members of the Board of Governors, the General Faculties Council, or other members of the staff of Mount Royal University are not eligible to receive an honorary degree.
- Members of the Board of Governors, General Faculties Council and the University community are solicited for nominations. In addition, the Committee may consider nominations received from members of constituencies outside the University.

Types of Degrees

The standard honorary degree awarded will be an Honorary Doctor of Laws. Other honorary doctorates (e.g., Honorary Doctor of Science, Honorary Doctor of Letters, etc.) may be awarded if a strong argument is put forth within the nomination package.

Guidelines for Nominations

All information pertaining to nominees shall be considered in strictest confidence by the University Honours Committee, General Faculties Council, and Board of Governors.

The following information should be provided when recommending candidates for an honorary degree:

- Name of the candidate;
- Address, email and phone number;
- Degree(s) held if any, and the University awarding the degree(s);
- A biography that highlights the following items:
 - Education
 - Field of endeavour
 - A short description of publications, if any
 - Special awards
 - Distinguished service
- A short summary of the nomination including contributions or special accomplishments on which the recommendation is made and connection to Mount Royal;
- A personal statement of support and other information which the nominator feels may be pertinent;
- Letters of support (maximum 3) from individuals who are in a position to address the quality and level of impact of the nominee. One of the letters should be from within the Mount Royal community.

The excellence of the nomination package is determined by the calibre of the information package. This may be conveyed in a modest package; large packages with significant numbers of letters and supporting documents are not recommended.

Nominations should be forwarded to the Mount Royal University Honours Committee via the University Secretariat: secretariat@mtroyal.ca

Call for Nominations

- Nominations are accepted on an ongoing basis throughout the year; however, deadlines have been established to ensure consideration for Spring and Fall Convocation ceremonies.
- A call for nominations shall be issued in the Fall for Spring Convocation recipients and in the Winter for Fall Convocation recipients.
- The deadline for receipt of nominations for Spring Convocation is **December 15**.

- The deadline for receipt of nominations for Fall Convocation is **March 15**.

Short Listing of the Candidates

- The University Honours Committee shall regularly update and review its existing file of potential candidates.
- The Committee shall meet to review nominations for the honorary degree recipient(s).
- The Committee shall evaluate each nomination against the criteria. The Committee may: reject it in which case the file is destroyed, send the nomination back to the nominator for further information, or agree to forward the nomination for approval by the General Faculties Council and the Board of Governors.
- As is often the case, more nominations are received than the number of honorary degrees being awarded at Convocation. The University Honours Committee will recommend all qualified candidates to the General Faculties Council and Board of Governors for approval and not limit the number of names put forth to the number of spots available.
- The University Honours Committee shall submit a recommendation for an honorary degree recipient(s) to the General Faculties Council.
- The General Faculties Council will consider only those nominations that have been proposed by the University Honours Committee.
- The General Faculties Council shall submit a recommendation to the Board of Governors for approval.

Procedures for Recommending Candidates for Honorary Degrees

- Recommendations shall be made at a regular closed session or special meeting of the General Faculties Council.
- Results of the closed session are confidential and are not included in the circulated minutes.
- The Chair of the General Faculties Council will carry forward the recommendation to the Board of Governors, in a closed session of the Board, for final approval.

Notification of Candidates

The candidate or candidates to be honoured will be contacted prior to the Convocation ceremony at which the degree is to be awarded.

Those candidates that are approved by the Board of Governors but not granted their degree at the next Convocation will be put on a Standing List for notification for a future Convocation ceremony. Names placed on the Standing List shall remain there for a period of three years, after which time if the nominee has not been awarded a degree, the name shall be reconsidered by the University Honours Committee. The University Honours Committee will: remove the name from the list; or extend the period of time that the candidate remains on the Standing List and contact the nominator to request updated information. Once the updated information has been received, the University Honours Committee will reaffirm that the candidate will be placed back onto the Standing List. The President and Chancellor retain final discretion of the timing of the award.

Revocation

The Board of Governors reserves the right to revoke any honorary degree conferred by Mount Royal University.