

AA16**Honorary Degrees, Honorary Diplomas and Fellowship Awards**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2007.10.10
Date Last Reviewed:	2022.09.21
Mandatory Revision Date:	2027.09.21

PURPOSE

To recognize individuals in the community who have distinguished themselves through their professional careers or who have made an outstanding contribution to the College or the community.

SCOPE

Individuals in the community.

DEFINITIONS

Word/Term	Definition
College community	All students, employees and volunteers of the College.
Fellowship Award	Recognizes exceptional individual community members who have made an invaluable contribution to the College.

POLICY

1. The College may award up to one Honorary Degree per year for each bachelor degree it grants. These awards need not be granted each year.
2. The College may award up to four Honorary Diplomas per year, normally two at the Spring and two at the Fall Convocation. These awards need not be granted each year.
3. The College may award up to one Fellowship Award per year. This award need not be granted each year.
4. The credentials awarded will be:
 - Honorary Bachelor of Applied Studies
 - Honorary Diploma
 - Fellowship Award
5. No fees will be charged to the recipient of the Honorary Degree, Honorary Diploma, or Fellowship Award.

6. The recipients of the Honorary Degree or Honorary Diploma are members of the general public which may include alumni, former employees, former members of the Board of Governors, former Advisory Committee members, or former public officials. They may not be current employees, current members of the Board of Governors, or current elected officials of the municipal, provincial or federal government.
7. The recipients of the Fellowship Award are exceptional individual community members who made an invaluable contribution to the College. They may not be current employees, current members of the Board of Governors, or current elected officials of the municipal, provincial or federal government. When appropriate, the Chair of the Board of Governor, the President, or designate will bestow a Fellowship Award title to individuals who meet the criteria listed at paragraph 12.
8. Honorary Degrees, Honorary Diplomas and Fellowship Awards will be presented during a convocation ceremony, and the recipient may be the ceremony guest speaker. The recipient must agree to be present as a condition of receiving the award unless the Honorary Degree, Honorary Diploma or Fellowship Award is being presented posthumously. The President or their designate will initiate contact with the recipient.
9. Confidentiality is to be maintained throughout the nomination and selection process.
10. Nominations for Honorary Degrees, Honorary Diplomas and the Fellowship Award, may be submitted by any member of the College community using the Nomination for Honorary Degree, Honorary Diploma and Fellowship Awards form (see Appendix 1a or 2a respectively) at anytime. However, a formal nomination call will be issued once annually in October.
11. Nominees for Honorary Degrees and Honorary Diplomas should meet one or more of the criteria listed below. The individual has:
 - a. Made a significant contribution to Algonquin College and the enrichment of its students;
 - b. Achieved notable accomplishments in a particular field of study, in their community or society;
 - c. Enhanced, promoted or contributed to the College's image and reputation in Ontario and elsewhere;
 - d. Serves as a role model of community service to students, alumni and employees;
 - e. Demonstrates the values of the College – Caring, Learning, Integrity and Respect.
12. Nominees for Fellowship Awards should meet one or more of the criteria listed below. The individual has:
 - a. Made invaluable contributions to the College in significant ways, including academic advisement and student engagement, community outreach, and strategic advisement to Algonquin's senior leadership team;
 - b. Through outstanding professional achievement, expert status within their profession and proven business acumen, the distinguished recipient will be highly respected within and beyond the communities served by the College.
13. A description of how the individual meets one or more of the criteria is to be submitted with the Nomination Form (Appendix 2a). The nominees will be assessed against the Evaluation Criteria Rubric detailed in Appendix 2b.

14. Nomination forms are to be submitted normally no less than eight (8) months prior to the convocation date when the award will be conferred. A Selection Committee comprised of all College Deans and the Executive Director, Foundation will review the nominations and bring forward a list of all eligible candidates and a recommendation for a recipient and alternate to the Algonquin College Executive Team. The Selection Committee Chair will include the Dean, Academic Development or if unavailable, a designate as appointed by the Senior Vice President, Academic. The selection process and approval by the Algonquin College Executive Team must be completed normally six (6) months prior to the convocation date. Nominations may stand and be brought forward for reconsideration to a maximum of five (5) years. Subsequent to this timeframe, a new nomination must be submitted.
15. The Algonquin College Executive Team will make the final selection of the recipients of Honorary Degrees, Honorary Diplomas and Fellowship Awards.
16. Honorary Degrees, Honorary Diplomas and Fellowship Awards will be presented at the convocation ceremony most appropriate for the award and the recipient.
17. Honorary Degree recipients will receive a framed credential and a Bachelor of Applied Studies hood. Honorary Diploma award recipients will receive a framed credential and a Diploma V- stole. Fellowship Award recipients will receive a Fellowship hood and framed certificate.
18. The recipient of the Honorary Degree, Honorary Diploma or Fellowship Award will be invited to address the convocation.
19. The President may rescind an Honorary Degree, Honorary Diploma or Fellowship Award should it become known that the recipient has been convicted of a criminal offence, or confirmed to have engaged in unethical conduct considered unbecoming in nature, whereby the ongoing association with the honorary award recipient will negatively reflect on the institution.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Submit nominations for an Honorary Degree, Honorary Diploma, or Fellowship Award to the Academic Development Department, using the Nomination Form normally no less than eight (8) months prior to the conferral convocation date.	Member of College Community
2. The Selection Committee to review nominations and present recommendations to the Algonquin College Executive Team for approval normally six (6) months prior to the convocation date. Review the nominations received and bring forward those that meet the criteria for an Honorary Degree, Honorary Diploma, or Fellowship Award.	Selection Committee
3. Select the recipient(s) for the Honorary Degree, Honorary Diploma or Fellowship Award for the upcoming Convocation ceremony.	Algonquin College Executive Team

- | | | |
|----|--|---------------------------|
| 4. | Contact recipient to determine if the recipient can be present and agrees to accept the award at the Convocation ceremony. | President or Designate |
| 5. | Notify the nominator of the person who will be granted an Honorary Degree, Honorary Diploma, or Fellowship Award and notify other nominators of their nomination status. | Selection Committee Chair |

SUPPORTING DOCUMENTATION

- Appendix 1a [Honorary Degree/Diploma Nomination Form](#)
- Appendix 1b Evaluation Criteria Rubric
- Appendix 2a [Fellowship Award Nomination Form](#)
- Appendix 2b Evaluation Criteria Rubric

RELATED POLICIES

AA15 College Credentials

RELATED MATERIALS

None

HONORARY DEGREE/DIPLOMA NOMINATION FORM

Eligibility:

The recipients of the Honorary Degree or Honorary Diploma are members of the general public which may include alumni, former employees, former members of the Board of Governors, former Advisory Committee members, or former public officials. They may not be current employees, current members of the Board of Governors, or current elected officials of the municipal, provincial or federal government

*** Part I: Nominee's Contact Information**

Full Name of Nominee:

Address (street address, city, province, postal/zip code):

Phone Number:

Email Address:

*** Part II: Nominee's Biographical Information**

Please provide a summary of the nominee's biographical information containing details such as education, field of endeavor, a short description of publications (if any), specials awards, and distinguished service. If publicly available, you may wish to copy/paste nominee's abridged curriculum vitae. Alternatively, you may attach the CV as a separate file when submitting the Nomination Package:

*** Part III. Support for Nomination**

Please provide a 250 word statement based on the Selection Criteria (below) indicating how the nominee has made an extraordinary achievement or outstanding contribution in our community, in Canada or internationally.

Selection Criteria:

- Made a significant contribution to Algonquin College and the enrichment of its students.
- Achieved notable accomplishments in a particular field of study, in their community or society.
- Enhanced or promoted the College’s image, values and reputation in Ontario and elsewhere
- Serves as a role model of community service to students, alumni and employees.
- Demonstrates the values of the College – Caring, Learning, Integrity and Respect.

*** Part VI: Nominator’s Contact Information**

Full Name of Nominator:

Company and Position/Title:

Address (street address, city, province, postal/zip code):

Phone Number:

Email Address:

Part V. Submission Details

Completed Nomination Package must include:

- The nominee's full name, address, telephone number, and email address;
- The nominee's biographical information/curriculum vitae (if available);
- Support for Nomination;
- The nominator's name, address, telephone number, and email address

By Mail:

Honorary Degrees, Honorary Diplomas and Fellowship Awards
c/o Administrative Assistant Academic
Algonquin College
1385 Woodroffe Avenue, Room C514
Ottawa, ON K2G 1V8

By Email:

honorary@algonquincollege.com

* - Required Fields

Submission Deadline: Nominations may be submitted at anytime and normally must be received eight (8) months prior to the conferral convocation date. Nominee confidentiality will be respected and maintained throughout the nomination and selection process.

[Click here to view College Policy AA 16 – Honorary Degrees, Honorary Diplomas, and Fellowship Awards](#)

For additional information contact Academic Development at honorary@algonquincollege.com.

AA16: APPENDIX 1b

HONORARY NOMINATIONS – EVALUATION CRITERIA RUBRIC

Convocation Ceremony:

Ottawa Spring/Fall

Pembroke Spring

Perth Spring

Please rank each NEW nominee on a scale of 1 to 5 (1 being the lowest) for each of the selection criteria identified below.

SELECTION CRITERIA	NOMINEE	NOMINEE	NOMINEE Add Additional Nominee Columns as Needed
Made a significant contribution to Algonquin College and the enrichment of its students			
Achieved notable accomplishments in a particular field of study, in their community or society			
Enhanced, promoted or contributed to the College's image and reputation in Ontario and elsewhere			
Serves as a role model of community service to students, alumni and employees			
Demonstrates the values of the College – Caring, Learning, Integrity and Respect			
Total Score			

Please enter the names of each PAST nominee you would like to reconsider (to a maximum of 5 years) and rank on a scale of 1 to 5 (1 being the lowest) for each of the selection criteria identified below.

SELECTION CRITERIA	NOMINEE	NOMINEE	NOMINEE (Add Additional Nominee Columns as Needed)
Made a significant contribution to Algonquin College and the enrichment of its students			
Achieved notable accomplishments in a particular field of study, in their community or society			
Enhanced, promoted or contributed to the College's image and reputation in Ontario and elsewhere			
Serves as a role model of community service to students, alumni and employees			
Demonstrates the values of the College – Caring, Learning, Integrity and Respect			
Total Score			

Recommendation to ACET: To be completed and presented 8 months prior to the conferral date

Nominee Name	Convocation Ceremony (Enter the Recommended Convocation Ceremony Woodroffe, Pembroke, Perth/Spring or Fall)	Enter the Faculty/School to Award the Nominee	Certification (Honorary Degree or Diploma)*

* Note: The College may award up to four Honorary Diplomas per year, normally two at the Spring and two at the Fall Convocation. These awards need not be granted each year. The College may also award up to one Honorary Degree per year for each Bachelor Degree it grants. These awards need not be granted every year.

FELLOWSHIP AWARD NOMINATION FORM

Please include the following information:

*** Nominee's Name:**

Check appropriate boxes:

- Made invaluable contributions to the College in significant ways, including academic advisement and student engagement, community outreach, and strategic advisement to Algonquin's senior leadership team;
- Through outstanding professional achievement, expert status within their profession and proven business acumen, the distinguished recipient will be highly respected within and beyond the communities served by the College.

*** Brief narrative explaining why the candidate is worthy of recognition:**

*** Nominator's name:**

*** Email address:**

* - Required Fields

Submission Deadline: Nominations may be submitted at anytime and normally must be received eight (8) months prior to the conferral convocation date. Nominee confidentiality will be respected and maintained throughout the nomination and selection process.

[Click here to view College Policy AA 16 – Honorary Degrees, Honorary Diplomas, and Fellowship Awards](#)

For additional information contact Academic Development at honorary@algonquincollege.com.

AA16: APPENDIX 2b

FELLOWSHIP AWARD NOMINATIONS – EVALUATION CRITERIA RUBRIC

Convocation Ceremony:

Ottawa Spring/Fall

Pembroke Spring

Perth Spring

Please rank each NEW nominee on a scale of 1 to 5 (1 being the lowest) for each of the selection criteria identified below.

SELECTION CRITERIA	NOMINEE	NOMINEE	NOMINEE Add Additional Nominee Columns as Needed
Made invaluable contributions to the College in significant ways, including academic advisement and student engagement, community outreach, and strategic advisement to Algonquin's senior leadership team;			
Through outstanding professional achievement, expert status within their profession and proven business acumen, the distinguished recipient will be highly respected within and beyond the communities served by the College.			
Total Score			

