

**AA16 Honorary Degrees 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: 2026-03-20  
 Date to Complete Mandatory Review: 2031-03-20

**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	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
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 degree it grants. These awards need not be granted each year.
2. The College may award up to one Fellowship Award per year. This award need not be granted each year.
3. The credentials awarded will be:
  - o Honorary Bachelor of Applied Studies
  - o Fellowship Award

4. No fees will be charged to the recipient of the Honorary Degree or Fellowship Award.
5. Honorary Degrees and the Fellowship Award 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 or Fellowship Award is being presented posthumously. The President or their designate will initiate contact with the recipient.
6. Confidentiality is to be maintained throughout the nomination and selection process.
7. **Honorary Degrees**
  - Nominations for Honorary Degrees may be submitted by any member of the College community using the Nomination for Honorary Degree form (see Appendix 1 or 3 respectively) at anytime. However, a formal nomination call will be issued once annually in October.
  - The recipients of the Honorary Degree are members of the general public which may include 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. Alumni should be considered for the Alumni Awards of Distinction.
  - Nominees for Honorary Degrees should meet one or more of the criteria listed below. The individual has:
    1. Made a significant contribution to Algonquin College and the enrichment of its students;
    2. Achieved notable accomplishments in a particular field of study, in their community or society;
    3. Enhanced, promoted or contributed to the College's image and reputation in Ontario and elsewhere;
    4. Serves as a role model of community service to students, alumni and employees;
    5. Demonstrates the values of the College – Caring, Learning, Integrity and Respect.
  - Nominations may also identify individuals that serve to strengthen relationships and opportunities for partnership.

## 8. Fellowship Awards

- 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.
  - Nominations for the Fellowship Award shall be identified by the Algonquin College Executive Team members.
  - Nominees for Fellowship Awards should meet one or more of the criteria listed below. The individual has:
    1. 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;
    2. 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.
9. 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 Manager, Alumni Engagement 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.
10. The Algonquin College Executive Team will make the final selection of the recipients of Honorary Degrees and Fellowship Awards.
11. Honorary Degrees and the Fellowship Award will be presented at the convocation ceremony most appropriate for the award and the recipient.
12. Honorary Degree recipients will receive a framed credential and a Bachelor of Applied Studies hood. Fellowship Award recipients will receive a Fellowship hood

and framed certificate.

13. The recipient of the Honorary Degree or Fellowship Award will be invited to address the convocation.

14. The President may rescind an Honorary Degree 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

	<b>Action</b>	<b>Responsibility</b>
1.	Submit nominations for an Honorary Degree 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.	Selection Committee
3.	Select the recipient(s) for the Honorary Degree 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 and notify other nominators of their nomination status.	Selection Committee Chair

## SUPPORTING DOCUMENTATION

Appendix 1: Honorary Degree Evaluation Criteria Rubric

Appendix 2: Fellowship Nomination Evaluation Criteria Rubric

## RELATED POLICIES

[AA15: College Credentials](#)

[RE03: Research Involving Human Subjects](#)

## RELATED MATERIALS

[Honorary Degree Nomination Form](#)

[Fellowship Award Nomination Form](#)

## Appendix 1: Honorary Degree Evaluation Criteria Rubric

### Honorary Nominations – Evaluation Criteria Rubric

#### Convocation Ceremony:

Ottawa Spring

Pembroke 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			
<b>Total Score</b>			

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			
<b>Total Score</b>			

**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 or Pembroke Spring)	Enter the Faculty/School to Award the Nominee	Certification (Honorary Degree)*

*\* Note: 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.*

## Appendix 2: Fellowship Nomination Evaluation Criteria Rubric

### Fellowship Award Nominations – Evaluation Criteria Rubric

#### Convocation Ceremony:

Ottawa Spring

Pembroke 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.			
<b>Total Score</b>			

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 invaluable contributions to the College in significant ways, including academic advisement and student engagement, community outreach, and strategic			

