Honorary Awards and Titles Procedure

Section 1 - Purpose

(1) This procedure supports the Governance (Honorary Awards and Titles) Rule by providing details on nominations, selection criteria, conferral and the privileges for honorary degrees and the honorary titles of Companion of the University and Emeritus Professor, and may inform nominations and selection of Pro Chancellor titleholders.

Scope

(2) This procedure applies to the staff and community of Charles Sturt University (the University).

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) This procedure supports the Governance (Honorary Awards and Titles) Rule.

Section 4 - Procedures

Nomination process

(5) The Office of the Vice-Chancellor will invite nominations for honorary awards each year, which must be received and reviewed in time for the November Nomination and People Committee meeting. Senior academic leaders, the professoriate and the Advancement Office should be encouraged to make nominations.

(6) Notwithstanding clause 5:

a. recommendations and nominations for honorary awards and titles can be made to the Vice-Chancellor at any time, and
b. presentations of honorary awards may be staggered to align with the University's graduation ceremonies.

(7) A nomination for an honorary award or title must be made by:

a. the Nomination and People Committee (acting as a body),
b. any two members of the Academic Senate,
c. a member of the Council,
d. the Vice-Chancellor, or
e. any two of the following:
    i. a Deputy Vice-Chancellor,
    ii. the Chief Operating Officer,

iii. an Executive Dean,
iv. a Pro Vice-Chancellor,
v. a Head of School,
vi. the University Secretary, or
vii. another executive leader, senior leader, or professoriate member of the University.

(8) Nominations must be submitted to the Vice-Chancellor using the submission form and with the following information:

a. Nomination details, including:
    i. the name, address and contact details for the nominee,
    ii. the award or title proposed, and
    iii. a brief comment that sets out why the person being nominated meets the criteria for the award or title.
b. Biographical information, which will include either or both of:
    i. a current curriculum vitae where practicable, noting the need for confidentiality, and/or
    ii. a publicly available profile, detailing significant, relevant achievements. A nomination for a prominent public figure must include a thorough investigation of public information sources to ensure that activities and associations of the nominee are appropriately aligned with the University's values.
c. Draft citation (no more than four A4 pages, 1.5 line spaced, Arial 13 point) that might be included in full on the Honorary Awards and Titles website and form the basis for what is read at a conferral ceremony.

(9) The Vice-Chancellor must exercise due diligence and will vet the nominations before referring to the nomination to the Nomination and People Committee. This will include but is not limited to:

a. media review (social and traditional media, web presence) by Communications and Engagement
b. background/reference checks, including consultation with the Division of People and Culture and other faculties and divisions that may have interacted with the nominee.

(10) The Vice-Chancellor may refer the nomination to the Nomination and People Committee or decline the nomination. The Vice-Chancellor is authorised to consult with members of the senior executive of the University or as otherwise required to make this decision. A decision of the Vice-Chancellor to decline a nomination is final.

Criteria for awards and titles

Honorary degree

(11) Nominations for an honorary degree should demonstrate the nominee's national or international eminence, outstanding achievements or significant contributions to the public good in one or more of the following:

a. Research, teaching or scholarship.
b. Professional activities.
c. Community or public service at a local, national or international level.
d. Creative endeavours, arts, entertainment or sport.
e. Business or industry.
f. Any calling or occupation which contributes to the betterment of humanity, society or the environment.

Companion of the University

(12) Nominations for the title of Companion of the University should demonstrate the nominee's significant

contribution to one or more of the following:

a. The advancement of the University.
b. The development of the students of the University.
c. The life of and objectives of the University.
d. The development of inland Australia or the regions served by the University in Australia or overseas.
e. The development of the University's infrastructure or services.

Emeritus Professor

(13) Nominations for the title of Emeritus Professor should demonstrate that the nominee has, upon their retirement or resignation from the University:

a. occupied a Chair in the University or a position with the rank and title of professor for a minimum period of ten years, and
b. during that period, given distinguished academic service above and beyond the level of service normally expected of a professor to the scholarly community and/or to the University community. This may include any combination of:
    i. excellence in research, relative to normal expectations for a professor,
    ii. excellence in teaching, or leadership in teaching, over a long period, or
    iii. distinguished service and leadership in areas such as representing or advocating on behalf of the University, furthering the academic or strategic endeavours of the University; service to the discipline and the community; mentoring and supporting members of the University community, or other services to the University.

(14) Retiring professors are not automatically entitled to the title of Emeritus Professor, and nominations for resigning professors or other former professors of the University will normally only be considered in exceptional circumstances (as determined by the Nomination and People Committee).

Pro Chancellor

(15) Conferral of a Pro Chancellor title is at the discretion of Council or the Nomination and People Committee as authorised by Council. The University Secretary and Chancellor may determine which, if any, of the nomination, selection criteria, determination and conferral processes in this procedure will apply, or whether other processes will be followed.

(16) Normally, up to four individuals will be conferred the Pro Chancellor title, to represent the University in its regions, including southern, central and northern New South Wales, and Sydney.

Supporting evidence

(17) Evidence of achievements or contributions may include examples of the following:

a. Distinguished appointments or memberships, including any honorary positions or appointments.
b. National or international recognition of achievements.
c. Awards, prizes or grants.
d. Significant contributions to the University, financial or otherwise.
e. Exemplary leadership that has influenced or benefited the wider community.
f. Academic eminence at a national or international level.
g. For former staff members, achievements and contributions beyond their professional contribution to the

University.

(18) For nominations of First Nations' Elders and community leaders, additional or alternative evidence may demonstrate the following:

a. Values important to First Nations peoples.
b. Achievements and ongoing contributions that benefit First Nations peoples.
c. Leadership or acknowledgement as a role model at a regional or national level.
d. Significant impact on University staff, students or educational/research programs aligned with our strategic goals and objectives.
e. Significant impact on University outcomes through leading collaboration with government, research, educational and/or industry partners.

(19) Evidence should also include:

a. names and contact details of persons or organisations who could be consulted to confirm the nominee's achievements or reputation,
b. evidence of the association, if any, between the University and the nominee, or suggestions of future roles and involvement the nominee may have with the University, and
c. evidence of the exercise of due diligence by the Vice-Chancellor.

Determination and conferral

(20) The Nomination and People Committee (the Committee) will consider all nominations referred by the Vice-Chancellor at the November meeting and, in accordance with the Rule, may either:

a. approve that an offer of an award is made to the proposed recipient,
b. defer the nomination for consideration at a future date (a date need not be specified),
c. refer the nomination back for amendments or further information, or
d. decline the nomination.

(21) The Committee reserves the right not to approve a nomination in any one year.

(22) The Committee may make such changes to the nomination, draft citation, or the award or title to be conferred, as the Committee deems fit. The citation may be further edited to a form appropriate for reading at a conferral ceremony, following the usual processes for developing ceremony scripts.

(23) Where a nomination is approved, the Committee will advise the Council of the decision.

(24) The Chancellor will write to the approved nominee and offer the honorary award or title on behalf of the Council.

(25) Where an award or title is:

a. accepted in writing:
    i. the Chancellor will report the same to the next meeting of the Committee and the Council, and
    ii. the University Secretary will determine the date and location of the conferral in consultation with the recipient, or arrange for the Committee to confer the award or title in absentia if it cannot be conferred in person, or
b. declined or the nominee fails to respond in writing within three months of the date of offer, the Committee will minute that the offer is rescinded and report the same to Council.

(26) In accordance with clause 32 of the Governance (Honorary Awards and Titles) Rule 2021, all nominations are to remain strictly confidential until disclosure is authorised by the Chancellor or the University Secretary.

Privileges and further relationships

(27) Future relationships with holders of honorary awards and titles will be managed to support their connection with the University, the provision of appropriate privileges, and their inclusion in relevant events and activities. Relationship management is the responsibility of:

a. for honorary degree holders and Companions of the University, the Advancement Office and the Office of the Vice-Chancellor,
b. for Emeritus Professors, the Office of the Provost and Deputy Vice-Chancellor (Academic), and
c. for Pro Chancellors, the Office of Governance and Corporate Administration.

(28) Holders of honorary awards and titles will be entitled to privileges, which may include:

a. invitation to participate in the University's academic procession,
b. lifetime membership of the alumni body of the University,
c. subject to the alumni agreements, membership of the University library and the privileges attached,
d. special status at official functions of the University,
e. use of academic dress or ceremonial, as stated in the Protocols Schedule - Academic and Ceremonial Dress, at the official events or functions of the University, and/or
f. use of pre or post-nominals stated in this procedure.

(29) With agreement from the relevant Executive Dean, an Emeritus Professor may be able to continue to access the University's facilities for research, research supervision, scholarship and teaching.

(30) Pro Chancellor titleholders may be eligible for travel and accommodation expenses in accordance with the arrangements for Council members set out in the University Council Entitlements Procedure. Titleholders are responsible for obtaining their own advice from a qualified person with respect to their legal and tax obligations, or the impact of any payment on their eligibility to receive payments from other sources.

Pre and post-nominals

(31) A person who has been conferred an honorary doctorate by the University may use the post-nominals appropriate for that award but will not use the pre-nominal 'Doctor' outside of the University. Post-nominals are:

a. for Doctor of the University – HonDUniv CSturt
b. for Doctor of [a discipline] – HonD[Discipline abbreviation] CSturt

(32) A person who has been admitted to the Order of the Companion of the University may use the post-nominals 'Companion CSturt'.

(33) The post-nominals will normally be listed as follows:

a. For an honorary doctorate, at the appropriate place in the order of the academic awards that the recipient has achieved from lowest to highest. However, where a recipient has more than one award from Charles Sturt University, these should be listed together.
b. For the Order of the Companion of the University, after any academic award post-nominals.

(34) A person who has been conferred the title of Emeritus Professor may use the title 'Emeritus Professor of Charles

Sturt University' or pre-nominal 'Emeritus Professor'.

(35) A person who has been conferred the title of Pro Chancellor may use the title 'Pro Chancellor of Charles Sturt University' or 'Pro Chancellor'.

Section 5 - Guidelines

(36) Nil.

Status and Details

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