



Honorary Degrees Nominations	
Policy: Honorary Degrees	
Category: Administration	Approval Date: November 15, 2021
Procedure Owner: Office of the President	Effective Date: November 15, 2021
Procedure Administrator: Chief of Staff & Board Liaison	Review Period: 5 years
Associated Documents: Honorary Degree Nomination Form	

PURPOSE

To establish the nomination process for awarding Honorary Degrees.

PROCEDURES

Nominations

1. The Office of the President is responsible for maintaining an ongoing process by which eligible individuals may be nominated.
2. Nominations for an Honorary Degree are submitted to the President's office by members of the Polytechnic community.
 - a. Nominations from outside Red Deer Polytechnic are also accepted for consideration by the Honorary Degree Nomination Committee.
 - b. Nominators must complete the Honorary Degree Nomination Form.
3. Nominations for an Honorary Degree are accepted any time and close yearly on the specified date in January. Unsuccessful nominations will be kept on file to be considered in the following year (each nomination will be considered a maximum of two times).
4. Each year, an Honorary Degree Selection Committee is formed to review the nominations. The committee is comprised of the following five members:
 - a. Red Deer Polytechnic President, ex officio, as Chair (or designate),
 - b. One academic staff member from Academic Council, recommended by Academic Council,
 - c. One student representative from Academic Council, recommended by Academic Council,
 - d. One member of Deans' Council, recommended by Deans' Council,
 - e. One member of Service Council, recommended by Service Council.

5. The Honorary Degree Selection Committee shall be assembled at least once year, on a schedule that will allow the President to make recommendations to the Board of Governors ahead of the annual convocation ceremonies.
6. The Honorary Degree Selection Committee shall review the list of nominations provided by the Office of the President, rank the candidates, and make recommendations on the suitability of the candidates for the consideration of the President. During these deliberations, the Committee should contact referees and perform appropriate background analysis to ensure a thorough review of recommended candidates is conducted. The President (or designate) shall review the list of nominees selected by the Selection Committee and may make recommendations on awarding Honorary Degrees to the Board of Governors of Red Deer Polytechnic.
7. The approval of the recipient(s) by the Board of Governors is made by consensus maintaining confidentiality throughout the process.
8. The Office of the President is responsible for notifying the recipient(s) and invites them to attend the Convocation ceremony to receive the Honorary Degree.