
Honorary Awards

Procedure No.:	5501-PR1
Policy Reference:	5501
Category:	Education
Department Responsible:	Tributes Committee of BOG
Current Approved Date:	2016 Sep28

Objectives

This procedure applies directly to Policy 5501, Honorary Awards. This procedure gives direction for recommending, screening, approving and rescinding honorary awards, and protocols for recognizing Honorary Doctorate recipients.

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Who This Procedure Applies To

This procedure applies to the Board of Governors, the Tributes Committee and all members of the BCIT community involved in the awards-granting process.

Duties

The Chair

The Chair arranges for the preparation and recording of all materials related to calls for nominations and candidate selections, and for recording Tributes Committee meetings.

Corporate Secretary

- Compiles and distributes Tributes Committee packages (nominee profiles, agenda, minutes)
- Compiles and distributes nomination package for Board of Governors approval
- Compiles agenda in consultation with Director, Alumni Relations, VP, AAR and Committee Chair

BOG Executive Assistant

- The Executive Assistant to the Board of Governors is responsible for receiving nominations and delivering the nominations to the Committee Chair.
- Manages the master list of nominations

Director, Alumni Relations

- Manages process for generating nominee profiles
- Manages policy and process development and implementation
- Presents nominee information to the Committee

Procedure

Overview

These procedures provide a framework to assist Tributes Committee members in their deliberations. The Tributes Committee reserves the right to move candidates between categories as appropriate. Nominations are invited from BCIT staff, Tributes Committee members, students, advisory committee members, alumni, retirees, friends of BCIT and the Board of Governors. The Tributes Committee will review candidates in the most appropriate category for the candidate.

Selection Process

It is requested that nominees under consideration not be advised of the nomination until it receives Board of Governors Approval.

Honorary Doctorate and Distinguished Service Award

1. Nominations are generated either through a Nomination form submission to the Secretary to the Board of Governors or through a nomination brought forward by the Advancement and Alumni Relations Division.
 - Nomination forms are forwarded to Advancement and Alumni Relations (AAR) for initial research prior to Committee review and discussion.
 - AAR produces a Nominee Profile based on the selection criteria used by the Tributes Committee.

(Continue with step 2 under Honorary Doctorate and All Awards)

Distinguished Alumni and Outstanding Student Leadership Awards

1. Nominations are generated either through a Nomination form submission to the Alumni Relations Office or through a nomination brought forward by the Advancement and Alumni Relations Division.
 - Nomination forms are reviewed by the Alumni Relations Office, which completes additional research as required.
 - Nomination recommendations from the Tributes Committee: The Committee will request profiles as required.
 - AAR produces a Nominee Profile based on the selection criteria used by the Tributes Committee.

(Continue with step 2 under Honorary Doctorate and All Awards)

Honorary Doctorate and all Awards

2. The Director, Alumni Relations presents nominee information to the Tributes Committee along with a recommendation for the Committee to proceed with or decline the nomination.
3. Should the decision be to decline the nomination, the VP, Advancement and Alumni Relations (VP, AAR) or designate will contact the person nominating the candidate (the nominator), to inform him or her of the declined status and provide rationale for decision.
4. Should the decision be to move forward with the nomination, the Tributes Committee will rank the candidates, to determine the nominations for recommendation to the

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Board of Governors.

5. The Board of Governors reviews the nominations at the next Board meeting and makes the final decision.
6. Should the Board of Governors decline a nomination, the VP, AAR or designate will contact the nominator to inform him or her of the declined status and provide the rationale for the decision.
7. The VP, AAR or designate contacts by phone the nominees approved by the Board of Governors, and seeks their acceptance of the award. If the nominee accepts, the VP, AAR or designate communicates with the nominee as follows:
 - Informs the nominee that a letter will be forthcoming from the Board of Governors Chair
 - Confirms speaking engagements and important BCIT dates and events
 - Follows up with email to introduce relevant BCIT staff members who will send the recipient an acceptance letter to return with their signature
8. The nominee is assigned an AAR Primary Relationship Manager (PRM) to be his or her primary BCIT contact.
9. The Secretary to the Board of Governors sends a letter signed by the Board Chair, formally advising the recipient that they will receive the award from BCIT and also the acceptance letter to return with their signature.

Recognition of Honorary Doctorate Recipients

Upon being conferred with an Honorary Doctorate, recipients will be recognized as alumni of BCIT.

Honorary degrees are conferred *honoris causa*, "for the sake of honor." Honorary degrees are awarded as one of three types: Doctor of Laws (LL.D.), *honoris causa*; Doctor of Letters (D.Litt), *honoris causa*; or Doctor of Technology (D.Tech), *honoris causa*.

Honorary degree recipients are properly addressed as "doctor" in correspondence from the institution that awarded the honorary degree and in conversation on that campus. But honorary degree recipients should not refer to themselves as "doctor," nor should they use the title on business cards or in correspondence. However, the recipient is entitled to use the appropriate honorary abbreviation behind his or her name, for example, [full name], D.Tech. On a resume or in a biographical sketch, they may indicate an honorary degree by writing out the degree followed by the words "honoris causa" or abbreviated in brackets "(h.c.)" to signify that the degree is honorary, not earned. It would be preferred for honorary degrees to be listed in one's CV as an award, and not in the education section.

When addressing a person who has received an honorary degree from another university or institution, it is not correct to use the term "doctor" nor should the title be used in correspondence, biographical sketches, introductions, or on place cards.

Rescinding Awards

The BCIT Board of Governors, on recommendation from the Tributes Committee and the President, may rescind an Honorary Award conferred from BCIT, if the conduct of the recipient is such that to continue recognizing the recipient for the award could cause harm to the reputation and public image of the Institute. Such conduct could occur either subsequent to

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the Award being conferred or prior to the Award being conferred if BCIT was unaware of the conduct at the time the decision to present the award was made.

1. In making the decision to rescind an award, the Committee should take into consideration whether the conduct in question has been proved to be true.
2. In the event an honorary degree is rescinded, this will be done in accordance with the process defined by the Registrar's Office, and BCIT will cease to publicly recognize the individual as a recipient of the degree. The recipient will be informed in writing of the decision and will be requested to no longer publicly promote their honorary degree.
3. In the event a Distinguished Alumni, Distinguished Service, or Outstanding Student award is rescinded, BCIT will cease to publicly recognize the individual as a recipient of the award. The recipient will be informed in writing of the decision and will be requested to no longer publicly promote their BCIT award.

Forms Associated With This Procedure

Honorary Doctorate of Technology Nomination
Distinguished Service Award Nomination
Distinguished Alumni Nomination
Outstanding Student Leadership Nomination

Amendment History

Created	2015 Dec 01
Amended	2016 Sep 28