

UC Policy Library

Honorary Awards and Honours Conferred by the University Council Policy

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Contact Officer	General Counsel Registrar

Introduction

This policy covers eligibility criteria and nomination procedures in order for awards of Council to be made.

Definitions

Emolument - returns or payment arising from office or employment usually in the form of compensation for services.

Professor Emeritus/Emerita – *‘is given to a university professor who has retired from the office but retains the title as an honour’* (The Oxford English Dictionary (online), 2013). It is used and understood as an internationally recognised term.

Policy

The University Council (Council) may, by resolution, recognise the achievements of persons in the community and/or the University by way of conferring an Honorary Title, Award or Degree.

These include the awards of:

- Honorary Doctorate;
- Professor Emeritus/Emerita; and
- Canterbury Distinguished Professor.

Council reserves the right to make similar awards in such other circumstances as Council may from time to time determine.

Council will recognise the distinctive contribution made by long-serving academic staff; exceptionally prestigious academic visitors; and the noteworthy contributions to society by alumni and other members of the wider community with whom the University has a substantial association, through the conferment of honorary titles, honorary awards or honorary degrees.

1. Honorary Doctorate Awards

Honorary Doctorates are considered for award annually by Council in recognition of noteworthy contributions to society by alumni or other members of the community with whom the University has a substantial association. Honorary Doctorates may be awarded in recognition of outstanding achievement in Commerce, Education, Engineering, Fine Arts, Laws, Letters, Music or Science. Council may at its discretion, confer more than one award or no awards in any calendar year.

The Honours and Appointments Committee of Council (the “Honours and Appointments Committee”), chaired by the Chancellor, is set up annually, with Council, Senior Management Team (SMT) and staff representation, to make recommendations to the Council.

The title of Honorary Doctorate shall be awarded by Council on the advice of the Honours and Appointments Committee, and will endure for the life of the award recipient unless otherwise determined by Council.

Council may revoke the award of an Honorary Doctorate in the case of criminal offence charges or fraud against the title holder, or if the title holder is engaged in activities which bring or have brought disrepute to the University.

Members of the University staff can become eligible after they have ceased employment with the University.

Eligibility Criteria

Council may, by resolution, in recognition of distinguished service to the community and or the University, award an Honorary Doctorate.

The University does not generally award Honorary Doctorates to individuals currently serving the University, either as Council members, board members, external appointees to Council committees or as full-time members of staff.

Nominees for an Honorary Doctorate will normally be graduates of the University or have had other substantial association with the University.

Nominees will be people who the University recognises within the wider national and international community and who have made outstanding contributions to their field of endeavour, to the well-being and betterment of society or to cultural development and understanding.

Note: Awards are not generally made posthumously.

Nomination Procedures

The names of possible recipients may be raised by members of Council, current staff or the Alumni & UC Foundation, initially with the University Registrar who will ensure the Executive Committee of Council discuss the nomination informally before inviting a formal nomination through the Honours and Appointments Committee. Nomination is by way of submitting a brief resume, letter of support and any other supporting evidence.

The nomination forwarded to the University Registrar must be kept in strictest confidence until the Council has determined to accept or reject the nomination and the award has been announced publicly.

The Honours and Appointments Committee will convene to consider the nomination/s submitted through the University Registrar.

In the event that a recommendation is made to Council, the recommendation as well as supporting documentation will be submitted for final consideration by the full Council.

Self-nomination is not permitted.

Benefits/Privileges

Honorary Doctorate recipients will be invited to an appropriate graduation ceremony to receive their certificates. They will be entitled to don the regalia of Honorary Doctorate awards during this function and any other ceremony of this nature where they are a representative of the University.

2. Professor Emeritus/Emerita

Council may by resolution, in recognition of academic service to the University, present the title of Professor Emeritus/Emerita of the University.

Professor Emeritus/Emerita is an honorary title presented to a person and does not include the right to any form of emolument from the University.

The title of Professor Emeritus/Emerita shall be awarded by the University Council and will endure for the life of the recipient unless otherwise determined by Council.

Council may revoke the award of Professor Emeritus/Emerita in the case of criminal offence charges or fraud against the title holder, or if the title holder is engaged in activities which bring or have brought disrepute to the University.

Eligibility Criteria

Council normally grants the title Professor Emeritus/Emerita to professors who retire after at least ten years as a Professor.

Council may also grant the title Professor Emeritus/Emerita to staff who have served the University for at least 20 years and have retired having reached the rank of Professor.

Council reserves the right to make similar awards in such other circumstances as Council may from time to time determine.

Nomination Procedures

Award of the title is by Council on the recommendation of the Vice-Chancellor. Heads of School/Department should make the nomination to the Vice-Chancellor by providing a curriculum vitae and a covering letter outlining:

- Length of service as both a staff member and professor;
- Achievements in those areas of research, scholarship, teaching, leadership, management, academic innovation, community service, and/or service to the profession or discipline that are pertinent;;
- Standing and reputation in any of the above within the New Zealand and/or international tertiary education fields;
- Contributions to or standing in the community, and/or membership or association with professional bodies;
- Contribution to University life in general; and
- Contribution to national, public life.

The award of the title is made at the end of the staff member's employment with the University. This includes any period of "phased retirement" employment. A Human Resources process is in place to identify eligible professors.

Benefits/Privileges

A Professor Emeritus/Emerita will be eligible to specific benefits as detailed in the [Guideline: Benefits for a Professor Emeritus/Emerita \(University Governance website\)](#) and subject to the relevant approval. They will be recognised with the title of Professor Emeritus/Emerita at an appropriate University function.

As laid out in the [University of Canterbury Act 1961 \(New Zealand Legislation website\)](#), a Professor Emeritus/Emerita is considered a member of the University, but not an employee. There are neither formal duties nor remuneration for the title holder, nor does it imply an employment or research relationship.

A Professor Emeritus/Emerita will be accorded special guest status at certain official University functions such as graduations and scholarship ceremonies. Access to office accommodation may be provided where there is to be a continuing relationship necessitating such facilities and will be dependent upon the availability of resources within the relevant department/college.

3. Canterbury Distinguished Professor

Council has established an honorary title at the University: Canterbury Distinguished Professor. The award of the title recognises evidence of outstanding international recognition and achievement and the exceptionally prestigious position of occasional academic visitors to the University, such as Nobel Laureates. The title will endure for the life of the recipient unless otherwise determined by Council.

The title of Canterbury Distinguished Professor shall be presented by Council and will endure for the life of the award recipient unless otherwise determined by Council.

Council may revoke the award of Canterbury Distinguished Professor in the case of criminal offence charges or fraud against the title holder, or if the title holder is engaged in activities which bring or have brought disrepute to the University.

Eligibility Criteria

Currently the University has regular Chaired positions (Professors), Adjunct Professors, and Professores Emeritus/Emerita. The award of the title Canterbury Distinguished Professor is another mark of recognition, reserved for very distinguished visitors.

Nomination Procedures

Any member of staff may nominate a distinguished member of the community or visitor to the University by submitting supporting evidence and a brief resume of the nominee's achievements to their Pro Vice-Chancellor

Nominations setting out reasons why the person is being nominated must be submitted along with a recommendation by the relevant Pro Vice-Chancellor, in confidence, to the Vice-Chancellor who will in turn make recommendations to Council.

Nominations may be forwarded to the Vice-Chancellor throughout the year. The Vice-Chancellor will assess the nomination and supporting documentation and may seek additional information on the nominee from other relevant sources, prior to making a recommendation to Council. In such an instance, the recommendation as well as supporting documentation will comprise a report to Council.

The nominator will be advised of the determination made by the Council.

Nomination of a current staff member **is not** permitted.

Self-nomination **is not** permitted.

Benefits/Privileges

A Canterbury Distinguished Professor will be acknowledged at an appropriate University function and given an appropriate citation. The award of the title confirms the University's relationship with the visitor.

A Canterbury Distinguished Professor may be accorded special guest status at certain official University functions such as graduations, and scholarship ceremonies.

On visits to the University, the recipient may receive access to University services such as office accommodation which will be provided in accordance with the current practices at the time and the availability of such resources of the relevant department.

There will be no expectation for the Canterbury Distinguished Professor to provide teaching or supervision, although this could be arranged if mutually advantageous. No other automatic rights or privileges are conferred by the position, and the position is not remunerated.

Related Documents and Information

Legislation

- [University of Canterbury Act 1961 \(New Zealand Legislation website\)](#)

University Website and Intranet

- [Award Title of Professor Emeritus/Emerita \(University Human Resources intranet\) \(Staff Only\)](#)
- [Guideline: Benefits for a Professor Emeritus/Emerita \(University Governance website\)](#)
- [Make an Adjunct Appointment \(University Human Resources intranet\) \(Staff Only\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Major review and amalgamation of <i>Honorary Doctorate Awards Policy</i> ; <i>Canterbury Distinguished Professor Policy</i> ; and <i>Professor Emeritus/Emerita Policy</i> .	Chair, University Council	Nov 2013
1.01	Hyperlinks updated, update of small part of process.	Policy Unit	Jun 2014
2.00	Scheduled Review - change of ad hoc committee of Council to the "Honours and Appointments Committee of Council ("Honours and Appointments	Contact Officer	November 2016

	Committee”), minor formatting, removed UC pay@hr email address from related documents.		
2.01	Additional document added to reference section on Emeritus Professor benefits, updated UC foundation reference to Alumni and UC Foundation	Policy Unit	Jan 2017
2.02	Review date pushed out for 6 months, hyperlinks updated	Policy Unit	Sep 2019
3.00	Scheduled review by Contact Officer, changes to nomination procedures in the subheading, Professor Emeritus/Emerita	Chair, University Council	Feb 2020
3.01	Review date change to a 5 year frequency following recent policy paper to Council.	University Council	March 2021

This document remains in force until it is updated.