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**2.C-2004 Honourary Fellow Awards**

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**1. Purpose**

This policy will provide the St. Mary's University's Board of Governors and the respective bodies of trustees, administration and faculty of the university the general criteria, procedures and definitions for the awarding of an Honourary Fellow at the St. Mary's University Convocation ceremonies.

**2. Definition**

The term "Honourary Fellow" has been used in connection with colleges and universities since the high Middle Ages. Recent usage of this term is common at smaller, undergraduate universities and colleges concentrating in the liberal arts. These smaller undergraduate universities and colleges concentrating in the liberal arts. These smaller institutions confer this honour on individuals who have distinguished themselves by significant and sustained commitment to the building of the University through teaching or research, distinguished service on the Board of Governors, Academic Council, or donors of major gifts to the University. At St. Mary's University, the Honourary Fellow designation is an honour bestowed on distinguished contributors to the life and mission of the University.

**3. Criteria and Eligibility**

The Nominee must, through volunteer service that is above and beyond the requirements of one's employment and which involves an outstanding contribution of personal time and effort for the benefit of others:

- Promote goodwill between the University and the community, and
- Create positive awareness of the University within the community by bringing honour to, or enhancing the reputation of, the University, and
- Further the aims of the University with integrity in creating partnerships (social, cultural, economic)
- And/or who exemplifies in their career and voluntary service to the greater community, the values, principles and vision of St. Mary's University.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic/Deans	December 8, 2004	November 28, 2019	Every 5 years

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	<b>Vice-President</b>		

Nominations are open to individuals or individuals representing groups in Alberta, Canada and other countries. Active members of the University academic and support staff are ineligible.

Members of the Board of Governors, the Academic Council, the University administration, faculty and students cannot be nominated for the award until one year after their term expires.

Posthumous nominations may be considered.

Honourary Fellow awards can be awarded more than once in a calendar year.

The President will consult with the selected candidate for the Honourary Fellow designation and, upon the Nominee's acceptance, inform him/her of the presentation process. The candidate normally will attend Convocation, participate in the Convocation ceremonies, receive the honour, and deliver an address during the Convocation ceremonies as applicable.

Nominations are submitted through the Office of the Vice-President Academic and applicable Dean (either the Dean of Arts & Sciences or Dean of Education) to the Office of the President. After consultation with faculty, nominations will be presented to Academic Council which, as per the By-laws, Article VII: 7.2 (c) "provide(s) for the granting of and conferring of degrees, including honorary degrees". Academic Council will in turn direct the President to bring Council's recommendations to the Board of Governors for information.

The Chancellor will be notified at least 30 days before the awarding of the Honourary Fellow of the identity, qualifications and citation to be attached to such an award.