



Lincoln Bishop University

Document Administration

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Scope:	This procedure applies to current University staff, students and University Council members (including co-opted committee members).	
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***Please Note:** This document remains valid until formally revoked or replaced by the University.

HONORARY AWARDS NOMINATIONS PROCEDURE

1. OVERVIEW

- 1.1. Lincoln Bishop University may make the following honorary awards at its graduation ceremonies:
 - 1.1.1. Honorary Fellowship is awarded in recognition of an outstanding contribution to the University extending beyond the immediate area of responsibility (for a member of staff);
 - 1.1.2. Distinguished Honorary Fellowship is awarded in recognition of outstanding contributions to the University *and* public life locally and/or regionally;
 - 1.1.3. Honorary Doctorate is awarded in recognition of an outstanding contribution to academic achievements and/or to social, economic or cultural life.

2. NOMINATION PROCESS

- 2.1. Nominations for honorary awards may be made by current staff or students of Lincoln Bishop University and by current members of University Council (including co-opted committee members). Anonymous nominations are ineligible.
- 2.2. A nomination that has involved the nominee in its preparation will be ineligible. Those making a nomination must declare any actual or potential conflict of interest.
- 2.3. Nominations should be submitted to the Honorary Awards Committee by the specified deadline.
- 2.4. The Honorary Award Secretary will collate the information and schedule the Honorary Awards Committee.
- 2.5. The Committee will consider submissions and approve, decline or refer them for resubmission in a subsequent year.
- 2.6. Following rejection of a nominations there should not normally be a resubmission within three years.
- 2.7. Following acceptance of an award, the names of accepted honorary graduands or fellows would be noted to Senate and Council at their March meetings.

HONORARY AWARDS NOMINATIONS PROCEDURE

3. THE HONORARY AWARDS COMMITTEE

- 3.1. Membership of the Honorary Awards Committee is:
 - 3.1.1. University Council – Chair and Vice-Chair
 - 3.1.2. Senate – Chair (Vice-Chancellor), a Deputy Vice-Chancellor/Chief Operating Officer/Chief Financial Officer (whoever holds one of the specified positions)
 - 3.1.3. Nominated Senate Academic Staff Member
 - 3.1.4. The President of the Lincoln Bishop University Students' Union
- 3.2. The officer for the Committee is the University Secretary.
- 3.3. The minuting secretary will be provided by the Vice-Chancellor's Office.

4. CRITERIA FOR AWARDS

- 4.1. For the award of an Honorary Fellowship nominees will normally:
 - 4.1.1. Have made an outstanding contribution to the University extending beyond the immediate area of their responsibility
 - 4.1.2. Neither be a current employee, student or serving University Council or Committee Member, nor the holder of an honorary award of the University.
- 4.2. For the award of a Distinguished Honorary Fellowship nominees will normally:
 - 4.2.1. Have made outstanding contributions to the University and public life locally and/or regionally
 - 4.2.2. Neither be a current employee, student or serving University Council or Committee Member, nor the holder of an honorary award of the University.
- 4.3. For the award of an Honorary Doctorate nominees will normally demonstrate an outstanding contribution to:
 - 4.3.1. Academic achievement; and/or
 - 4.3.2. Social, economic or cultural life

The nomination will also indicate how, if the award was made, the nominee would:

 - 4.3.3. Enhance the reputation of the University
 - 4.3.4. Provide a long-term positive relationship and/or development opportunity for the University.



HONORARY AWARDS NOMINATIONS PROCEDURE

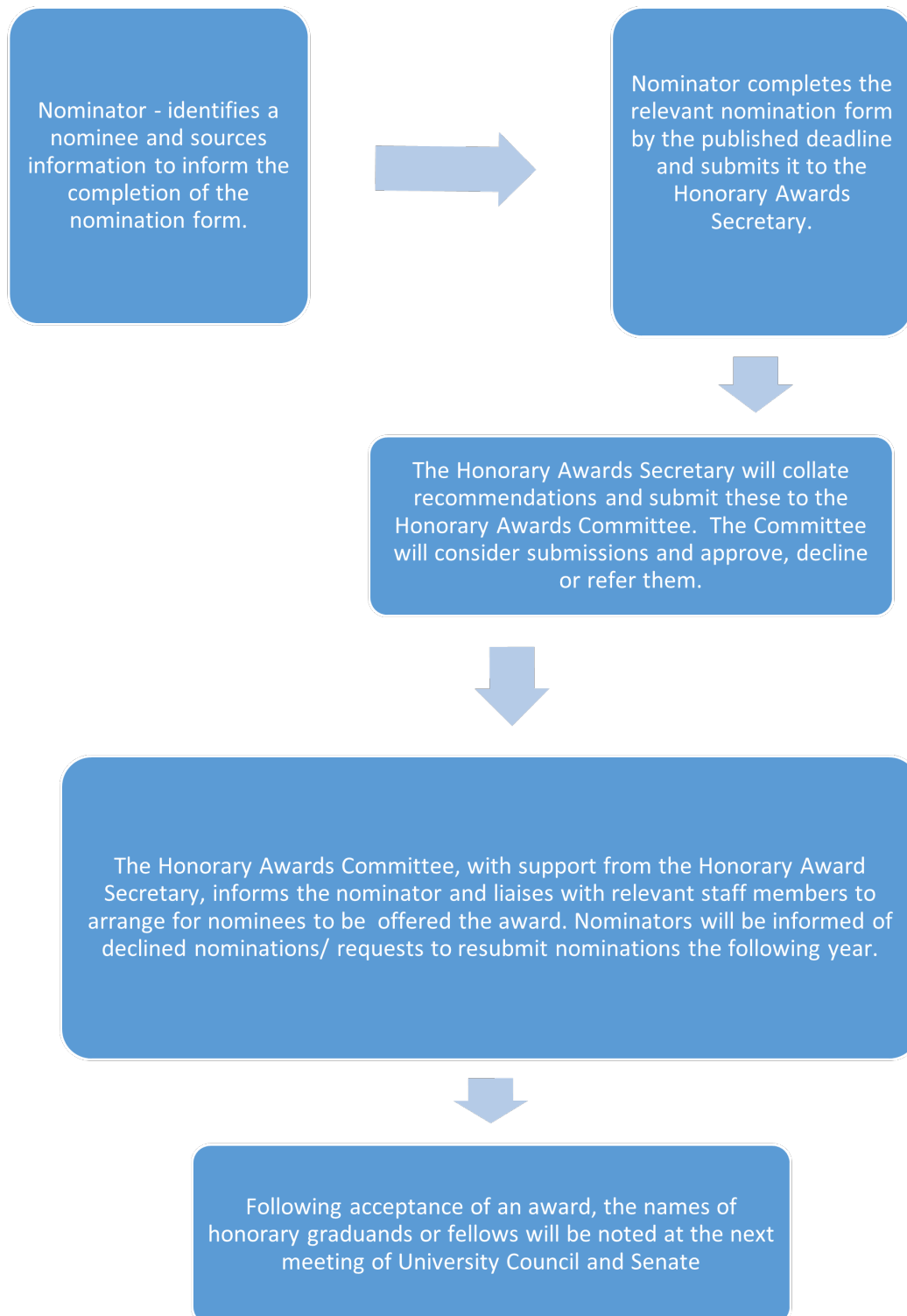
5. NOTES ON NOMINATION PROCESSES

- 5.1. Confidentiality must be observed until a nomination has been considered fully. This may extend until the ceremony at which a nominee receives the award.
- 5.2. The University Council may rescind Lincoln Bishop University Honorary Awards held by individuals who, through their actions, in the opinion of University Council, have brought Lincoln Bishop University into disrepute.
- 5.3. The University will not normally consider a nomination for:
 - 5.3.1. A current employee, student, or serving member of University Council or a Committee member
 - 5.3.2. A current serving elected politician



HONORARY AWARDS NOMINATIONS PROCEDURE

6. PROCESS FOR HONORARY AWARDS





HONORARY AWARDS NOMINATIONS PROCEDURE

7. APPENDIX 1 – LINCOLN BISHOP UNIVERSITY HONORARY FELLOWSHIP NOMINATION FORM

Name of Nominee:	
Nomination Prepared by:	
Nomination Proposed by:	
Nomination Proposed by: <i>(select appropriate)</i>	Choose an item.
Nominators Contact Details: <i>(should further information be required)</i>	
Date of Nomination:	
Nominator's Signature:	

How has the nominee made an outstanding contribution to the University extending beyond the area of their responsibility (for a member of staff)?
(Maximum of 500 words)

To the best of your knowledge, is the nominee:	
A current serving elected politician?	Choose an item.
An existing University Honorary Award holder?	Choose an item.
A current University employee, University Council Member or Co-Opted Committee Member?	Choose an item.

If yes to any of the exclusions above, please give brief details below:

HONORARY AWARDS NOMINATIONS PROCEDURE

Is there any reason to think that the nominee:	
Was involved in the preparation of this nomination?	Choose an item.
Would be a risk to the values and ethos of the University?	Choose an item.

If yes to either consideration above, please give brief details below:

Is there an actual or potential Conflict of Interest to declare?	Choose an item.
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If yes, please give brief details below:

Completed forms must be returned to the Chair of the Honorary Awards Committee,
c/o: the Honorary Awards Committee Officer by *date specified in email circulation*.

Completed forms should be submitted via email to Leanne Chancellor and Craig Ferguson at graduation@lincolnbishop.ac.uk



HONORARY AWARDS NOMINATIONS PROCEDURE

8. APPENDIX 2 – LINCOLN BISHOP UNIVERSITY HONORARY DISTINGUISHED FELLOWSHIP NOMINATION FORM

Name of Nominee:	
Nomination Prepared by:	
Nomination Proposed by:	
Nomination Proposed by: <i>(select appropriate)</i>	Choose an item.
Nominators Contact Details: <i>(should further information be required)</i>	
Date of Nomination:	
Nominator's Signature:	

How has the nominee made outstanding contributions to the University and public life locally and/or regionally?
(Maximum of 500 words)

To the best of your knowledge, is the nominee:	
A current serving elected politician?	Choose an item.
An existing University Honorary Award holder?	Choose an item.
A current University employee, University Council Member or Co-Opted Committee Member?	Choose an item.

If yes to any of the exclusions above, please give brief details below:

HONORARY AWARDS NOMINATIONS PROCEDURE

Is there any reason to think that the nominee:	
Was involved in the preparation of this nomination?	Choose an item.
Would be a risk to the values and ethos of the University?	Choose an item.

If yes to either consideration above, please give brief details below:

Is there an actual or potential Conflict of Interest to declare?

Choose an item.

If yes, please give brief details below:

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c/o: the Honorary Awards Committee Officer by *date specified in email circulation*.

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Ferguson at graduation@lincolnbishop.ac.uk



HONORARY AWARDS NOMINATIONS PROCEDURE

9. APPENDIX 3 – LINCOLN BISHOP UNIVERSITY HONORARY DOCTORATE NOMINATION FORM

Name of Nominee:	
Nomination Prepared by:	
Nomination Proposed by:	
Nomination Proposed by: <i>(select appropriate)</i>	Choose an item.
Nominators Contact Details: <i>(should further information be required)</i>	
Date of Nomination:	
Nominator's Signature:	

a. How has the nominee demonstrated an outstanding contribution to academic achievement?

(Maximum of 500 words for sections a. and b. combined)

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and/or

b. How has the nominee demonstrated an outstanding contribution to social, economic, or cultural life?

(Maximum of 500 words for sections a. and b. combined)

--

and

HONORARY AWARDS NOMINATIONS PROCEDURE

If the award was made, how would the nominee provide a long-term positive relationship and/or development opportunity for the University?

(Maximum of 250 words)

If the award was made, how would the nominee enhance the reputation of the University?

(Maximum of 250 words)

To the best of your knowledge, is the nominee:

A current serving elected politician?

Choose an item.

An existing University Honorary Award holder?

Choose an item.

A current University employee, University Council Member or Co-Opted Committee Member?

Choose an item.

If yes to any of the exclusions above, please give brief details below:

Is there any reason to think that the nominee:

Was involved in the preparation of this nomination?

Choose an item.

Would be a risk to the values and ethos of the University?

Choose an item.

If yes to either consideration above, please give brief details below:

HONORARY AWARDS NOMINATIONS PROCEDURE

Is there an actual or potential Conflict of Interest to declare?	Choose an item.
If yes, please give brief details below: 	

Completed forms must be returned to the Chair of the Honorary Awards Committee, c/o: the Honorary Awards Committee Officer by *date specified in email circulation*.

Completed forms should be submitted via email to Leanne Chancellor and Craig Ferguson at graduation@lincolnbishop.ac.uk