

Appendix 7 - Honorary Degrees Committee

Terms of reference

1. To consider nominations received and to initiate suggestions of candidates for the award of any honorary degree of the University (Fellowship, DUniv).
2. To consider specifically nominations which demonstrate sustained excellence and achievement in a given field, not necessarily linked to the University or the wider county of Surrey, and through conferment would add reputational value to the University.
3. To consider nominations in accordance with University values in relation to equality and diversity.
4. To consider all such nominations as may be received from staff of the University, members of the University Council, and from Accredited Institutions.
5. To make recommendations to the Senate and the Council, pursuant to Ordinance 22, for the conferment of honorary degrees.
6. To regulate and, where appropriate, make recommendations to the Senate on any aspect of the ceremonial attaching to the conferment of honorary degrees.

Membership

Chair

President & Vice-Chancellor

Ex-officio members

- Provost & Senior Vice-President
- Pro-Vice-Chancellor, Education
- Pro-Vice-Chancellor, Research & Innovation
- Vice-President, Global
- Chief Operating Officer

Nominated members

- Two Lay Members of Council, nominated by Council
- One representative from each Faculty, nominated by the Pro-Vice-Chancellor, Executive Dean

In attendance

- Committee Secretary

Period of appointment

Ex-officio members remain a Member of the Honorary Degrees Committee for the term of their appointments.

Nominated Lay Members of Council will serve concurrent with their term of appointment.

Nominated Faculty members will serve for an initial period of three years, which on expiry, may be renewed for one further three year period.

Operation

Quoracy

The quoracy requirements shall be not less than half of its current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of meetings

Meetings are held at least once per year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside the meeting

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange. In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to Senate