

	Procedure Number	Department Responsible
	S2010-01-1	
	Procedure Name	
	Procedure for Selecting Honorary Degree Recipients	
Policy This Procedure is Under		Date of Next Policy Review
Honorary Degrees		2020
Date Issued	Date Revised	Related Procedures, Reference
February 2015	May 2015	

1. The Senate Tributes Committee will call for nominations on or about October 1, via Frontlines and will report the matter as an information item at the September Senate meeting.
2. Nominations must be submitted no later than December 1. Nominations received after that time will be considered for the next Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Honorary Degrees.
4. The nomination will include:
 - a. A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Policy S2010-01;
 - b. A short biographical summary outlining the nominee's accomplishments and connection to Capilano University; and
 - c. Contact information for the nominee and the nominator.

These items should not exceed three (3) pages. The Tributes Committee reserves the right to request further information.

5. The Office of the President will send all submitted nominations to the Chair of the Tributes Committee as soon as the December 1 deadline has passed.
6. The Tributes Committee will meet and finalize its recommendations in time for the Chair of the Tributes Committee to present the name(s) and nomination information of recommended recipient(s) to Senate for approval at its March meeting.
7. Senate will send a list of successful nominees to the Office of the President immediately so that candidates can be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation.
8. The Office of the President will personally communicate with the successful nominees. When they have confirmed their acceptance of the honor, announcements of the recipients of honorary degrees will be made via the Capilano University website.
9. The President's Office will send the final list of recipients to Special Events by April 1.