



Senate Tributes Committee Terms of Reference

Last review: April 2026	Next review: April 2029
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1. Reporting

The Senate Tributes Committee (STC) is a standing committee of Senate and makes recommendations to the Senate.

2. Mandate

The mandate of the committee is to:

- develop and periodically review criteria and practices for the recommendation of candidates for Honorary Degrees and Academic Emeritus based on policy and procedure;
- provide input for the review of policy and procedure on Honorary Degrees, Academic Emeritus designations for faculty, and on the naming of buildings, spaces, and programs;
- recommend to Senate candidates for Honorary Degrees;
- recommend to Senate candidates for Academic Emeritus; and
- recommend to Senate names for buildings, spaces, and programs.

3. Membership

The composition of the membership of the Committee includes:

Members

Ten (10) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- The Chair of Senate,
- The Vice-Chair of Senate,
- Three (3) faculty Senators
- One (1) staff Senator,

- One (1) student Senator, and
- One (1) administrator Senator.

The **non-voting resource members** consist of:

- The Administrator responsible for Development and Alumni Relations and
- The Vice President, University Relations

Additional **non-voting resource members** may be added to the Committee as required.

Terms of Office

Faculty, staff, and **student** members serve for one-year terms between August 15 and June 15. Members may be reappointed for subsequent terms. **Administrators** serve until the President replaces them with a new appointment.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the STC will be a member of Senate who is elected by the STC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of STC,
- prepare agendas, and
- ensure that the recommendations of the committee are taken to Senate.

4. Conduct of Meetings

Schedule

As often as necessary, but at least once each year, at the call of the Chair. Meetings are normally held between August 15 and June 15.

Quorum

Five voting members (including the Chair).

Confidentiality

All meetings of STC are held in camera.

Decision Making

When consensus cannot be reached, decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

All meetings of STC are held in camera; as such, visitors are not permitted.

5. Resources

[S2010-01 Honorary Degrees](#)

[S2025-01 Academic Emeritus Policy](#)

[B.301 Naming of Buildings, Spaces and Programs](#)

[Senate Policies & Procedures](#)

[Senate Bylaws](#)

[University Act](#)

6. Review of Terms of Reference

STC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, section 37(1)(a)).