

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Honorary Credentials
<b>NO.:</b>	ADMIN-224
<b>RESPONSIBILITY:</b>	AVP, Advancement and Alumni Relations
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	June 2020
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## **1. Introduction**

Durham College recognizes individuals who have made outstanding contributions to the advancement of the College, and/or Durham Region and beyond in the areas of leadership, innovation and partnership. The conferring of an honorary credential is a highly visible statement to our community and honors the excellence of those who are committed to learning, the learner and College success.

## **2. Purpose**

The purpose of this policy and procedure provides a framework for the determination and awarding of honorary credential recipients at Durham College.

## **3. Definitions**

Refer to [Durham College's Standard Definitions](#).

## **4. Policy statements**

- 4.1. Active employees, active members of Durham College Board of Governors, active politicians, and current students shall not be eligible to be nominated for an honorary credential.
- 4.2. The honorary credential will correlate with the recipient's academic or experiential background to the field of study represented by the credential.
- 4.3. The honorary credential will be one of those approved by the Ministry of Colleges and Universities.
- 4.4. An honorary credential will only be conferred to an individual once.
- 4.5. If no nominee meets the predetermined criteria in the nominating year, no honorary credential will be awarded.

- 4.6. Nomination forms will be submitted to the Office of Development and Alumni Affairs by:
- March 15 for spring convocation; or
  - August 15 for fall convocation.
- 4.7. The Associate Vice-President, Development and Alumni Affairs will recommend a recipient to the President. This recommendation will include the credential the recipient is to receive.
- 4.8. The President will approve and present the name of the recommended recipient to the Board of Governors at their:
- May meeting for spring convocation; or
  - September meeting for fall convocation.
- 4.9. The approval of the recipient by the Board of Governors will be made by consensus and will be confidential.
- 4.10. An honorary credential will be rescinded for unethical, illegal and/or unbecoming conduct on the part of the recipient.

## **5. Procedure**

- 5.1. Selection and Awarding of Honorary Credential
- 5.1.1. The selection process for determining possible honorary credential recipients will be initiated in early January (for spring convocation) or in early May (for fall convocation) by the Office of Development and Alumni Affairs.
- 5.1.2. Potential honorary credential candidates' information will be documented and reviewed by the Office of Development and Alumni Affairs.
- 5.1.3. The Associate Vice-President, Development and Alumni Affairs will review all nominations for eligibility. If no nominees are received by the submission date, the Office of the President will be so notified.
- 5.1.4. The nominee will be contacted by the President and advised that their name has been submitted. The nominee will have the chance at this time to confirm their agreement to be considered for an honorary credential. If a nominee declines, that person's name will be withdrawn from consideration.
- 5.1.5. All personal information of nominees will remain confidential.
- 5.1.6. The Associate Vice-President, Development and Alumni Affairs will

prepare the Board report recommending the honorary credential.

- 5.1.7. The President will present the recommendation to the Durham College Board of Governors for endorsement at its:
  - May meeting for spring convocation; or
  - September meeting for fall convocation.
- 5.1.8. Once endorsed by the Board, the successful nominee will be informed in writing by the Office of the President and will be invited to attend the appropriate convocation ceremony (spring or fall).
- 5.1.9. Working with Communications and Marketing, the Associate Vice-President, Development and Alumni Affairs will arrange for the honorary credential to be created and printed.
- 5.1.10. Once the honorary credential is ready, it will be approved by the Associate Vice-President, Development and Alumni Affairs. Communications and Marketing will then arrange for the credential to be professionally framed.
- 5.1.11. Communications and Marketing will send the successful nominee a release form granting the College permission to communicate the award publicly. The form will be signed and returned to Communications and Marketing.
- 5.1.12. Once the release form is signed and the nominee has accepted the invitation to attend convocation, Communications and Marketing will prepare a formal announcement to be sent from the President to the College community confirming the nominee and the ceremony at which the honorary credential is to be awarded.
- 5.1.13. A press release prepared by Communications and Marketing will be shared with the community at large.
- 5.1.14. The Chair of the Board of Governors will present the honorary credential at convocation.
- 5.1.15. The recipient of the honorary credential will be given the opportunity to address graduates at convocation.
- 5.1.16. Should the successful nominee not be able to attend convocation, the Office of the President will decide whether or not to award the honorary credential in absentia.
- 5.1.17. If, after having accepted the invitation to attend, the successful nominee becomes incapacitated or dies, the Office of the President will determine the appropriateness of awarding the honorary

credential in absentia or posthumously.

**5.2. Rescinding an Honorary Credential**

- 5.2.1. An honorary credential will be rescinded for unethical, illegal and/or unbecoming conduct on the part of the recipient.
- 5.2.2. With the Board's approval to rescind, the Office of the President will prepare and send a letter to the recipient, advising them of the College's decision.

**6. Roles and responsibilities**

- 6.1. It is the responsibility of the Associate Vice-President of the Office of Development and Alumni Affairs to ensure that this policy and procedure is fully implemented.
- 6.2. Communications and Marketing is responsible for working with the nominee to communicate the honour publicly and for the preparation and framing of the honorary credential.
- 6.3. The Office of Strategic Enrolment Services is responsible for recommending the program best suited to the recipient of the honorary credential.

**7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

**8. Non-compliance implications**

The awarding of a Durham College honorary credential is a high profile, public recognition of the graduating students of Durham College. As such, it is critical that the process for designating this award be executed with care and diligence. Failure to ensure this may have a negative impact on the reputation of the College.

**9. Related forms, legislation or external resources**

None.