

HONORARY NOMINATIONS ADVISORY PANEL

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| Serviced by: | <i>Senior Executive Officer to the Vice-Chancellor or member of the Executive Support Team</i> |
| Reports to: | <i>Senate</i> |

1. Terms of Reference

- 1.1 To review nominations for honorary awards against the published criteria and approve nominations on behalf of Senate, subject to consultation with Senate where appropriate.
- 1.2 To advise the Vice-Chancellor with regard to any other honorary appointments, subject to consultation with Senate where appropriate.

2. Membership

- 2.1 The membership of the Honorary Nominations Advisory Panel will be as follows:

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor and Provost
- Pro Vice-Chancellor (Student Success)
- Dean of Place and Social Purpose
- University Secretary and Registrar
- A representative from each School who is also a member of Senate, or a senior member of the school academic team
- Student Union President
- A nominee of the Vice-Chancellor (Secretary)
- A Professional Services Department Lead

2.2 If an application by a member of the Panel is being considered then the applicant will be replaced as a Panel member by a senior academic colleague nominated by the Vice-Chancellor.

3. Frequency of Meetings and Conduct of Business

3.1 The Honorary Nominations Advisory Panel shall normally meet once per year, usually in February or March, although additional meetings can be scheduled at any time subject to the prior authorisation of the Vice-Chancellor. In addition, Chair's Action can be taken between meetings in exceptional circumstances, following the electronic circulation of nominations to members for comment.

3.2 The meeting shall be quorate when at least four members, including the Vice-Chancellor or Deputy Vice-Chancellor and Provost, are present.

3.3 At all meetings the Chair must be taken by the Vice-Chancellor or, in the absence of the Vice-Chancellor, by the Deputy Vice-Chancellor and Provost.

3.4 The documentation for, and deliberations of, the nominations for honorary awards are confidential to members.

3.5 Exceptionally, Chair's Action may be taken by the Vice-Chancellor to approve recommendations for honorary awards, following electronic circulation with the wider membership in confidence.

3.6 Feedback to the nominator, in the case of honorary awards, will be provided by the Secretary.

3.7 Honorary awards will be notified to Senate once accepted by the recipient and recorded in the minutes of Senate.

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