

# GUIDELINES: HONORARY AWARDS CALL FOR PRELIMINARY NOMINATIONS



## HONORARY AWARDS - CALL FOR PRELIMINARY NOMINATIONS – (DUE 30 APRIL ANNUALLY)

### 1.0 INTRODUCTION:

Members of the University's community (members of Convocation) are invited to submit preliminary nominations of suitable individuals for consideration for the possible conferral of an Honorary Award.

### 2.0 PURPOSE:

The purpose of an Honorary Award is for James Cook University to recognise an individual for one or more of the following:

- service that an individual has rendered to the University which is of an exceptional or exemplary nature which has significantly contributed toward the advancement of the University's well-being or reputation;
- the length of time the nominee has been involved with, contributed to, or employed by, the University in a senior capacity;
- outstanding service or distinguished public contribution to the northern Queensland community and/or Singaporean communities;
- exceptional service which an individual has rendered to the University comprising either academic excellence, distinguished creative achievement or the exercise of outstanding leadership;
- exceptional contributions beyond the expectations of the nominee's particular field of endeavour, which have influenced the thinking or general well-being of humanity.

### 3.0 HONORARY AWARD REQUIREMENTS PROCEDURE:

This document should be read in conjunction with the [Honorary Award Requirements Procedure](#). This procedure governs the criteria and the procedures for the granting of Honorary Awards of James Cook University.

### 4.0 QUICK REFERENCE GUIDE:

This document should be read in conjunction with the Quick Reference Guide for Nominators of Honorary Awards – Summary of Honorary Awards. **Copy Attached.**

### 5.0 HONORARY AWARDS CATEGORIES:

The categories of Honorary Awards of James Cook University are outlined below:

Honorary Award Categories:	Abbreviation example:
(a) <i>Honorary Doctor of the University</i>	<i>HonDUniv</i>
(b) <i>Honorary Doctorate honoris causa – (Commerce/ Economics/ Educational Studies/ Engineering/ Laws/ Letters/ Medicine/ Science – specify).</i>	<i>HonDCom honoris causa</i>
(c) <i>Honorary Doctorate: Commerce/ Economics/ Educational Studies/ Engineering/ Laws/ Letters/ Medicine/ Science – specify.</i>	<i>HonDCom</i>
(d) <i>Fellow of the University</i>	<i>Fellow JCU</i>

### 6.0 HONORARY AWARDS CRITERIA:

Each category for an Honorary Award of the University has a specific criterion. These are factors which are taken into consideration when assessing a preliminary nomination proposal. In preparing a preliminary nomination please state the criteria relevant to the proposed Honorary Award.

The criteria for an Award of an Honorary Degree is specified in the [Honorary Award Requirements Procedure](#).

## 7.0 SUBMITTING A PRELIMINARY NOMINATION:

To submit a preliminary nomination please provide the following information:

- Date: Please provide the date.
- Name of the Nominee - Details of the individual to be nominated.
- Category of Honorary Award Proposed.
- Criteria: Please state the criteria relevant to the proposed Honorary Award.
- Nomination Statement – a statement that briefly summaries the achievements of the nominee that are most relevant to the category of award proposal.
- Nominator - Details of the individuals (s) who is submitting the nomination.
- Nominator/Endorser - Preliminary nomination to be endorsed and signed by the relevant Deputy Vice-Chancellor.

This information should be provided by completing the Honorary Awards: Preliminary Nomination Form.

## 8.0 CONFIDENTIALITY OF NOMINATIONS:

Any individual nominated for an Honorary Award shall not be consulted beforehand, nor at any time prior to the individual being advised of Council's decision. All nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all individuals concerned.

***Note: Preliminary nominations for Honorary Awards are strictly confidential. The nominee IS NOT to be contacted or be informed that a nomination for an award has been submitted.***

## 9.0. TIME FRAME AND PROCESS:

The timeframe and process for Honorary Awards is as follows:-

- Preliminary Nominations are due by: 30 April annually.
- Preliminary Nominations to be compiled into a Master List of Potential Candidates.
- Awards and Ceremonies Committee consider preliminary nominations and provide recommendations of nominees for the development of full submissions.
- Awards and Ceremonies Committee to provide advice to the relevant Deputy Vice Chancellor and nominator(s) about the development of a full submission for a proposed nomination of a candidate.
- Full submission of proposed nominee which is signed and endorsed by the relevant Deputy-Vice Chancellor and nominator(s) to be submitted to the Secretary of the Awards and Ceremonies Committee.
- Awards and Ceremonies Committee to consider a full submission where a full submission has been received.
- Awards and Ceremonies Committee to provide recommendations to JCU Council for approval.
- Conferring of the successful Honorary Awards: graduation ceremonies in the following year.
- Travel-related expenses for the recipient to attend the relevant Graduation Ceremony are to be borne by the nominating College.
- Honorary Awards Cycle – Cycle commences for calling for preliminary nominations of suitable individuals for consideration for the possible conferral of an Honorary Award in the following year.

## 10.0 SUBMISSION DETAILS:

Preliminary Nominations should be submitted **by 30 April** annually. The completed preliminary nomination form should be submitted to:

Mr Andrew Hayes  
Alumni and Community Development Officer, Directorate of Advancement  
James Cook University  
PO Box 6811 Cairns Qld 4870

**Ph:** +61.7.4232 1679

**Fax:** +61.7.4232 1264

**Email:** andrew.hayes@jcu.edu.au