

Procedure No.	Officer Responsible	
S2010-01-1		
Procedure Name		
Procedure for Selecting Honorary Degree Recipients		
Policy This Procedure is Under		Date of Next Policy Review
S2010-01 Honorary Degrees		
Date Issued	Date Revised	Related Policies, Reference
February 2015	May 2023	S2010-01 Honorary Degrees Policy

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. The call for nominations will be posted for the University community.
2. Nominations must be submitted no later than December 1 for Convocation in the following calendar year. Nominations received after that time will be considered for a subsequent Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Honorary Degrees.
4. The nomination will include:
 - 4.1. A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Policy S2010-01;
 - 4.2. A short biographical summary outlining the nominee's accomplishments and connection to Capilano University; and
 - 4.3. Contact information for the nominee and the nominator;
 - 4.4. Optional CV (maximum 4 pages)

With the exception of the CV, items for submission 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 University Relations Department as soon as the December 1st deadline has passed.
6. University Relations will gather all nominations and supporting documentation for the Tributes Committee.

7. 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 the Senate for approval at its March meeting.
8. The Senate will send a list of successful nominees to the Office of the President immediately so that candidates may be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation. This list will include the specific designation each successful nominee is to be awarded, from one of the following:
 - Doctor of Laws (Honoris Causa), (LLD.);
 - Doctor of Letters (Honoris Causa), (D.Litt.);
 - and Doctor of Fine Arts (Honoris Causa), (D.F.A).
9. 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.
10. The President's Office will send the final list of recipients to Special Events by April 1.