UCOL Honours' Procedure

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Responsibility: Executive Director Community Engagement	Date Last Reviewed: June 2021
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Scope

The Board of UCOL has adopted a system of honours that allows UCOL to recognise the contribution of people to the institution, community and general society. This procedure details the honours' award procedure.

Responsibility

The Executive Director Community Engagement or his/her nominee has overall responsibility for the implementation of this procedure.

Awards - Procedure

The procedures that govern these Awards have been designed so that nominations are kept confidential to the Awards' Sub-Committee and Board and only successful nominees who accept an award will be made public. This is to avoid embarrassment for individuals and/or the institution in the event that a nomination or an award is declined.

Awards' Sub-Committee Membership

- Chair of Board or delegate
- Executive Director Community Engagement1-2 Board members

Procedure

Board members and UCOL staff will be invited to nominate people for the following Honours Awards:

- Honorary Fellow
- Honorary Associate
- Institutional Medal
- UCOL Alumni Award

Key stages in the procedure:

- Nominations sought.

- Nominations receiving by the Executive Director Community Engagement.

- Pre-evaluation of nominations is undertaken.

- Executive Director Community Engagement forms an Awards' Sub-Committee of Board members to consider the nominations and make recommendations.

- Board considers and approves the recommendations.

- Successful nominees are contacted and confirm that they will accept the award.

- Awards announced and presented at suitable ceremony of significance to the recipient or a special UCOL function. Media coverage organised and profile on UCOL website.

Nominations

Nominations must be in writing and received by the Executive Director Community Engagement. Nominations must be made without the nominee being informed of the nomination.

- An example nomination form is attached (Ref: Appendix 1), and all nominations must include:

  - The name and contact details of the nominee;

  - Sufficient detailed information about the nominee to support the nomination;

  - The name and contact details of the person making the nomination.

- Nominations may be made confidentially by all UCOL staff and Board members.

- Those making a nomination must provide detailed information about the nominee to support the nomination (e.g. a resume or a detailed summary of the nominee's achievements and/or contribution). Nominations may be supported by referee's reports.

- Nominations, including any referee's reports, must be made without the nominee being informed of the nomination. This is to protect both the institution and the individual should the Sub-Committee not recommend an award.

- If the information provided is insufficient, UCOL may contact the person making the nomination for further information. The Sub-Committee may also consult with UCOL

Management, the Chief Executive, in the case of Institutional Medal nominations, or the nominee's referee, if provided.

- The Sub-Committee may undertake such confidential verification of information and claims within nominations as it sees fit.

- Sub-Committee members are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly.

- Self-nomination is not permitted.

- The nominator is responsible for the content, quality and accuracy of the nomination.

- All categories may not necessarily be awarded each year.

Successful Nominations

- UCOL Board will consider recommendations of the Awards' Sub-Committee in the confidential session of a meeting.

- Successful nominees will be advised and indicate acceptance of the award before it is announced publicly.

Unsuccessful Nominations

- All information related to unsuccessful nominations will be destroyed after Board has confirmed the Awards for the current round.

- Nominator (not nominee) to be advised of unsuccessful nomination via email.

- Generally no explanation for the nomination being unsuccessful will be given but the Sub-Committee may, at its sole discretion, provide feedback to the nominator.

Related Documentation

- [UCOL Honours' Awards Policy](#)

UCOL Honour's Awards
Nomination Form

Please indicate which award you are nominating this candidate for:

Honour's Awards

☐ Honorary Fellow ☐ Honorary Associate

☐ Institutional Medal

☐ Alumni Award

1. Nominee:

Name of Nominee

Address **Telephone**

Email

2. Nominator:

Name

Address **Telephone**

Email

3. Relationship to Nominee*:

4. Supporting Information: (including evidence of achievement)

Please use additional pieces of paper if necessary.

Attach relevant documents to verify the information supplied, or supporting evidence for this nomination.

Completed nominations must be received by close of business on **xxxxxxx.** Send to the following address or email to **awards@ucol.ac.nz..**

Executive Director Community Engagement
Universal College of Learning (UCOL)
Private Bag 11 022,
Palmerston North 4410

Please note all nominations will be treated as confidential.
*Anonymous nominations will not be accepted.