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1. MANDATE

The Honours and Awards Committee shall:

- 1.1. recognize extraordinary achievement in the local, national and international community.
- 1.2. honour those individuals whose accomplishments demonstrate a standard of excellence and leadership that will inspire graduates of the University and the University community;
- 1.3. support the priorities of Senate;

2. RESPONSIBILITIES

2.1. General

The Honours and Awards Committee shall, in general, advise and where appropriate make recommendations to Senate concerning:

- 2.1.1. nominations for honours and awards within the purview of Senate;
- 2.1.2. award criteria and required supporting material for nominations; and, where deemed necessary by the Committee, seek additional information from nominators;
- 2.1.3. policies affecting graduate scholarships, awards and bursaries;
- 2.1.4. matters arising in connection with the awarding of academic scholarships, bursaries, and prizes at the undergraduate and associate diploma level;
- 2.1.5. matters as may be referred to it by Senate.

The Honours and Awards Committee shall approve, on behalf of Senate:

- 2.1.6. the design of all earned certificates, diplomas, and degrees under the purview of Senate, on the recommendation of the Convocation Steering Committee.
- 2.1.7. the design of all honorary certificates, degrees and diplomas, medals, and other awards conferred by Senate on the recommendation of the Committee.
- 2.1.8. the design principles for academic regalia for all earned and honorary diplomas, degrees and fellowships conferred by the University, and the design of robes for University officers including, but not limited to, the Chancellor, President, Vice-Presidents, Deans, and Members of the Board of Governors, on the recommendation of the Convocation Steering Committee.

2.1.9. policy matters concerning convocation and other ceremonials;

The Committee shall:

2.1.10. carry out its work with the highest level of confidentiality;

2.1.11. encourage the submission of nominations for the various Senate honours and awards from a wide-range of campus constituencies.

2.1.12. evaluate nominations on the basis of the materials submitted and may also consider publicly available information about the nominee. The Committee may, with the consent of the Chair, consider non-public information only where its value to the assessment demonstrably outweighs the prejudice inherent in considering information that cannot be contested.

Committee Members shall:

2.1.13. be free to nominate individuals for the awards and honours listed in these Terms of Reference, but shall not participate in the Committee vote on the nomination, and should recuse themselves from discussion during the Committee's consideration of the nomination.

2.1.14. shall disclose any real, potential, or perceived conflict of interest and recuse themselves from discussions and decision-making related to the any matter with which they have a conflict.

2.2. Honours and Awards within the purview of Senate

The Committee shall receive and review nominations, and make recommendations to Senate concerning:

2.2.1. Honorary Degrees, Honorary Fellowships, University Professors Emeriti, John Bell Award, Medal of Merit, Lincoln Alexander Medal of Distinguished Service

Acting on Senate's authority and subject to subsequent report to Senate, decide upon:

2.2.2. nominations for the W.C. Winegard Medal, D. F. Forster Medal and Walter Vaughan Medal;

2.2.3. the forms to be used in the election of all candidates for all honours and awards requiring approval of Senate. After each election, the University Secretary shall delete the results of the balloting and other supporting forms;

2.3. Honorary Degrees

For Honorary Degrees, the Committee shall:

2.3.1. develop a slate of honorary degree nominees for Senate's consideration on at least an annual basis, such slate to be balanced among a broad range of categories of achievement, including: scholarly endeavours, professions, the arts, service to the larger community (local, provincial, national or international), or long-standing contributions of significant merit to the University, as well as a balance of individuals representing diversity;

- 2.3.2. develop and maintain a pool of nominees for honorary degrees from which candidates may be drawn over time;

2.4. Student Scholarships, Awards & Bursaries

- 2.4.1. For student scholarships, awards and bursaries, advise and make recommendations to Senate concerning policies affecting graduate, undergraduate and associate diploma scholarships, awards and bursaries

3. MEMBERSHIP

3.1. The Honours and Awards Committee shall consist of the following voting members:

- The President
- The Provost and Vice-President (Academic)
- The Chair of the Senate Priorities and Planning Committee
- The President of the University of Guelph Alumni Association (UGAA) or designate
- A faculty member from each college
- Two students (one graduate and one undergraduate)
- Two external members, one of who may be a member of the Board of Governors
- One staff member

4. OTHER REGULATIONS

4.1. Guidelines for Honours and Awards

- 4.1.1. full criteria including eligibility and the nomination process for honours and awards listed in section 2.2 of these terms of referenced are published in the respective guidelines and should be referred to when submitting a nomination to the Committee.
- 4.1.2. guidelines for awards and honours are approved by the Committee and approved guidelines shall be made accessible to the University community.
- 4.1.3. nominations for Honorary Degrees, Honorary Fellow, University Professor Emeritus, John Bell Award, Medal of Merit and Lincoln Alexander Medal of Distinguished Service shall be held active for a period of three years from the time of first nomination, or after approval by Senate.
- 4.1.4. if a nomination is declined by the Committee or Senate, it may be resubmitted after a period of one year.

4.2. Confidentiality

- 4.2.1. the Committee meets in closed session and all of its discussions and deliberations are considered confidential. Normally, only members of the Committee may attend meetings of the Committee;
- 4.2.2. the University Secretariat shall keep a confidential record of all nominations received by the Committee for all awards and honours within the Committee's responsibility.

4.2.3. the University Secretary shall record in the minutes, without naming the mover and seconder, the decision of the Committee to strike a name from the list, to hold a name, or to forward a name to Senate. The University Secretariat shall keep a confidential record of all candidates previously considered by the Committee and Senate;

4.2.4. Senate shall consider nominations recommended by the Committee in closed session. Factual information restricted to one page per nominee shall be given to each member of Senate.

4.3. Ballots

4.3.1. support from a 3/4 majority of Senate is required for a candidate to be awarded the honour or award for which they have been nominated.

4.4. Authority to Establish Sub-committees & Working Groups

4.4.1. the Committee has the authority to establish sub-committees and working groups with such duties and delegated authority as deemed necessary. Such decisions shall be taken with due regard to any Senate guidelines concerning the establishment and operation of such sub-committees and working groups.

5. CONVOCAATION STEERING COMMITTEE

The Convocation Steering Committee (CSC) is a sub-committee of the Senate Honours and Awards Committee (SHAC).

5.1. Mandate

5.1.1. The Convocation Steering Committee provides operational governance, strategic guidance, and oversight for the University's Convocation ceremonies and related matters. The Committee serves as the central coordinating body responsible for ensuring the operational excellence and institutional consistency of Convocation, including at the Ridgetown Campus and University of Guelph-Humber.

5.1.2. As the Convocation Steering Committee holds responsibility for the operational governance of Convocation, it is important that its membership is comprised predominantly of individuals with experience in the management, planning, and delivery of Convocation.

5.2. Responsibilities

5.2.1. Advising Senate, the Senate Honours and Awards Committee, and University administration on matters related to Convocation.

5.2.2. Approving operational policies with respect to the Convocation ceremony.

- 5.2.2.1. Approval of Operational Policies with respect to the Ridgetown Campus and University of Guelph–Humber may be designated by the Committee to an appropriate officer at each of the Ridgetown Campus and University of Guelph–Humber.
- 5.2.3. Recommending to the Senate Honours and Awards Committee, for approval on behalf of Senate, the design of all earned certificates, diplomas, and degrees under the purview of Senate.
- 5.2.4. Recommending to the Senate Honours and Awards Committee, for approval on behalf of Senate, the design principles for academic regalia for all degrees and fellowships conferred by the University, and the design of robes for University officers, including the Chancellor, President, Vice–Presidents, Deans, and Members of the Board of Governors.
- 5.2.5. Approving, on behalf of Senate, routine amendments to the design of academic regalia in keeping with the approved design principles, including but not limited to the addition and removal of hood colours.
- 5.2.6. Approving, on behalf of Senate, the standard program of Convocation and other ceremonies, including but not limited to Installations.
- 5.2.7. Recommending to the Senate Honours and Awards Committee, for approval on behalf of Senate, other matters in relation to Convocation.
- 5.2.8. Ensuring appropriate consultation with relevant academic and administrative units to support the effective delivery of Convocation.
- 5.2.9. Overseeing the maintenance of continuity, consistency, inclusivity and institutional tradition across all Convocation ceremonies.
- 5.3. Ability to Refer and Form Working Groups
 - 5.3.1. The Convocation Steering Committee and/or its Chair may form working groups to support the work of the Committee. Authorities delegated to the Convocation Steering Committee may not be further delegated to a working group.
 - 5.3.2. The Convocation Steering Committee may, where it deems appropriate, refer any decision within its purview to the Senate Honours & Awards Committee for decision.
- 5.4. Membership
 - 5.4.1. Officers of Convocation (Voting)

Officers may not be represented by a designate.

5.4.1.1. Convocation Convenor (Committee Chair)

Appointed by the President; the University staff member with primary responsibility for the operational planning of Convocation.

5.4.1.2. Beadle

University Secretary (ex officio) – the senior staff advisor to Convocation, and ceremonial macebearer.

The Beadle may appoint Deputy Beadles to assist in their ceremonial and operational functions.

5.4.1.3. Chief Marshal

A tenured or tenure-track professor of any rank appointed by the President on the advice of the Convocation Convenor; the senior faculty advisor to Convocation, and ceremonial convenor of the platform party and the student procession.

The Chief Marshal may appoint Deputy Marshals to assist in their ceremonial and operational functions.

5.4.2. Ex Officio Voting Members

The following members serve ex officio and may appoint a designate. The designate, where appointed, shall serve for a renewable one-year term (September–August). Once appointed, a designate may not be replaced during the term, including by the appointing ex officio member, except with the consent of the Committee:

5.4.2.1. Associate Vice-President, Communications and Marketing

5.4.2.2. Associate Vice-President, Advancement

5.4.2.3. University Registrar

5.4.2.4. Vice-Provost, Student Affairs

5.4.3. Regular Voting Members

5.4.3.1. President's Designate (Committee Vice-Chair)

Appointed by the President; normally the direct supervisor of the Convocation Convenor.

5.4.3.2. One faculty member; Appointed by the Chair of the Senate Honours and Awards Committee on the advice of the Convocation Steering Committee.

5.4.3.3. One student; appointed by the Chair of the Senate Honours and Awards Committee on the advice of the Convocation Steering Committee.

5.4.3.4. One recent graduate (within five years of graduation), appointed by the Chair of the Senate Honours and Awards Committee on the advice of the Convocation Steering Committee.

5.4.4. Campus Members (Voting)

The following members serve ex officio and may appoint a designate. The designate, where appointed, shall serve for a renewable one-year term (September–August). Once appointed, a designate may not be replaced during the term, including by the appointing member, except with the consent of the Committee:

5.4.4.1. Director, Ridgetown Campus

5.4.4.2. Vice-Provost & Chief Academic Officer, Guelph–Humber

5.4.5. Non-Voting Members

5.4.5.1. Convocation and Special Events Planner (Committee Secretary)

5.4.6. Guests

The Chair may invite guests to attend meetings as required to support discussion of particular agenda items.

5.4.7. The Chair of the Committee shall report the membership of the Committee to the University Secretary at the beginning of each session of Senate.

5.5. Quorum

Quorum is as established in the Senate Bylaws.

5.6. Meetings

The Committee shall meet at the call of the Chair, Vice-Chair, or any of the Officers of Convocation, and normally no fewer than twice per year, with additional meetings scheduled as required to support the planning and delivery cycle for Convocation.