

**Terms of Reference and Membership for the Honorary Degrees Committee
Reviewed and Approved @ Senate: October 2022**

MEMBERS

Ex-officio members:

Chair: President & Vice-Chancellor
Provost & Senior Vice-President
Pro-Vice-Chancellor, Academic
Pro-Vice-Chancellor, Research & Innovation [vacant]
Vice-President, External Engagement
Chief Operating Officer

Nominated members:

Two Lay Members of Council, nominated by Council
One from each Faculty, nominated by the Faculty Executive

In Attendance

Secretary to the Committee

TERMS OF APPOINTMENT

Ex-officio members remain a member for the term of their appointment.

Nominated Lay Members of Council will serve concurrent with their term of appointment.

Nominated members will serve for an initial period of three years, which on expiry, may be renewed for one further three year period.

TERMS OF REFERENCE

1. To consider nominations received and to initiate suggestions of candidates for the award of any honorary degree of the University (Fellowship, DUniv).
2. To consider specifically nominations which demonstrate sustained excellence and achievement in a given field, not necessarily linked to the University or the wider county of Surrey, and through conferment would add reputational value to the University.
3. To consider nominations in accordance with University values in relation to equality and diversity.
4. To consider all such nominations as may be received from staff of the University, members of the University Council, and from Accredited Institutions.
5. To make recommendations to the Senate and the Council, pursuant to Ordinance 22, for the conferment of honorary degrees.

6. To regulate and, where appropriate, make recommendations to the Senate on any aspect of the ceremonial attaching to the conferment of honorary degrees.
-

PROCEDURES

Quorum

The quorum for the Honorary Degrees Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

As appropriate, but at least one meeting per year.

Reporting Arrangements

The Honorary Degree Committee reports to Senate following each meeting.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.