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## Honorary Awards

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Executive Sponsor:	VP External
Department Responsible:	Alumni Relations
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### Objectives

This Procedure forms part of Policy 5501, Honorary Awards. It gives direction for recommending, screening, approving, and rescinding honorary awards, and protocols for recognizing Honorary Doctorate recipients.

### Application

This procedure applies to the Board of Governors, the Tributes Committee, and all members of the BCIT community involved in the awards-granting process.

### Definitions

The terms used in these procedures have the same meanings set out in the Policy.

### Procedure

#### Overview

These procedures provide a framework to assist Tributes Committee members in their deliberations. Nominations are invited from BCIT staff, Tributes Committee members, students, advisory committee members, alumni, retirees, friends of BCIT and the Board of Governors. The Tributes Committee will review nominees in the award category it deems most appropriate.

#### Selection Process

Persons involved in BCIT's award-granting must not notify nominees of their nomination until Board of Governors approval has been received.

The selection process for Honorary Doctorates and Distinguished Service, Distinguished Alumni, and Outstanding Student Leadership Awards is outlined below:

1. Nominations come via form submissions or are proposed by the VP, External and Alumni Relations.
2. Alumni Relations reviews nominations and conducts any needed research.
3. Ranking forms are sent to Committee members for completion.
4. Rankings are compiled to identify top nominees.
5. The Director presents the rankings to the Tributes Committee, which recommends up to three nominees per award to the Board.
6. The Board of Governors makes final award decisions.
7. The VP, External or delegate contacts approved nominees to confirm acceptance. If accepted:

- i) Speaking engagements and key BCIT dates are confirmed.
  - ii) An acceptance letter is sent for signature.
8. Once accepted, the honoree is assigned a Primary Relationship Manager from Alumni Relations.

### **Recognition of Honorary Doctorates & Usage Protocol**

Upon conferral of an Honorary Doctorate, recipients are recognized as BCIT alumni.

Honorary degrees are conferred *honoris causa*, "for the sake of honor." Honorary degrees are awarded as one of three types: Doctor of Laws (LL.D.), *honoris causa*; Doctor of Letters (D.Litt), *honoris causa*; or Doctor of Technology (D.Tech), *honoris causa*.

Honorary degree recipients may be addressed as "doctor" in correspondence from the Institute and in conversation. The recipient is entitled to use the appropriate honorary abbreviation behind their name (for example, [full name], D.Tech); however honorees should not refer to themselves as "doctor" or use the title on business cards or in correspondence.

On a résumé, curriculum vitae, or in a biographical sketch honorees may indicate an honorary degree by writing the degree type followed by the words "*honoris causa*" or abbreviation "(h.c.);" to signify its honorary status. Honorary degrees are more appropriately listed as awards rather than educational achievements.

Representatives of BCIT, when addressing a person with an honorary degree from other universities or institutions, should not use the term "doctor" or include this title in correspondence, biographical sketches, introductions, or on place cards.

### **Rescinding Awards**

In accordance with Policy 5501, the Board of Governors, on recommendation from the Tributes Committee and the President, may rescind an honorary award conferred by BCIT. In recommending rescission and making the decision to rescind an award, the Tributes Committee, President, and the Board should consider whether the conduct in question reasonably has the potential to harm BCIT's reputation. The Board, Committee members, and President must consider whether, on the available evidence, the conduct has likely occurred.

The rescinding of honorary degrees will be conducted in accordance with the process defined by the Registrar's office.

In all award rescissions, BCIT will cease to recognize the individual as an honoree. They will be informed in writing of the decision and requested to no longer publicly cite their award.

## **Roles and Responsibilities**

### **Director, Alumni Relations**

- Receives nominations and manages the creation of nominee profiles.
- Compiles and presents nominee profiles to the Tributes Committee through the Board Office.
- Prepares all materials related to nominations and candidate selections by the Tributes Committee.
- Administers the master list of nominations.

- Manages policy development and implementation in relation to awards.

#### **Executive Assistant, Governance**

- Prepares and distributes meeting materials to the Tributes Committee in consultation with Director, Alumni Relations; VP, External; and Tributes Committee Chair
- Prepares and distributes meeting materials for review and award approval to the Board of Governors.
- Acts as the Tributes Committee secretary.

#### **Associated Forms**

Award Nomination Form [online]

< <https://www.bcit.ca/alumni/get-involved/awards/nomination-awards-form/> >

#### **Amendment History**

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 5501-PR1 version 1	2015 Dec 01	Replaced
Amended:	Procedure 5501-PR1 v2	2016 Sep 28	Replaced
Amended:	Procedure 5501-PR1 v3	2026 Feb 24	In force

#### **Scheduled Review Date**

February 24, 2031. However, the executive sponsor of Policy 5501 may initiate review of this Procedure at any time.