



Charles Sturt
University

Honorary Awards and Titles

Guide to nomination

Office of Governance and Corporate Administration
Charles Sturt University

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Brief

To provide a guide and templates supporting the [Governance \(Honorary Awards and Titles\) Rule 2021](#) and the Honorary Awards and Titles Procedure for the process of nominating a person for an honorary award or title.

Nomination

Nominations may be made at any time; however the Vice-Chancellor will invite nominations each year which must be received in time for the **November** Nomination and People Committee meeting.

In accordance with clause 31 of the [Governance \(Honorary Awards and Titles\) Rule 2021](#), all nominations are to remain strictly confidential until disclosure is authorised by the Chancellor or the University Secretary.

Who can nominate

A nomination for an honorary award or title must be made by:

- a. the Nomination and People Committee (acting as a body),
- b. the Academic Senate (acting as a body),
- c. a member of the Council,
- d. the Vice-Chancellor, or
- e. any two of the following:
 - i. a Deputy Vice-Chancellor,
 - ii. the Chief Operating Officer,
 - iii. an Executive Dean,
 - iv. a Pro Vice-Chancellor,
 - v. a Head of School,
 - vi. the University Secretary, or
 - vii. another executive leader, senior leader, or professoriate member of the University.

Nomination submission to the Vice-Chancellor

Nominations must be submitted to the Vice-Chancellor in the form of the Confidential Nomination and People Committee Honorary Award and Title [Submission template and associated attachments](#).

The Criteria for awards and titles is set out in clauses 11-15 of the [Honorary Awards and Titles Procedure](#).

Submission to the Nomination and People Committee

The Vice-Chancellor will review each nomination and determine whether to forward the nomination to the Nomination and People Committee or decline the nomination. The Vice-Chancellor may consult on any nomination including with members of the senior executive of the University or as otherwise required. A decision of the Vice-Chancellor to refer a nomination to the Committee is final.

The University Secretary will include in the business papers of the next meeting of the Committee each nomination submitted by the Vice-Chancellor (where submitted before the close of agenda).

Refer to the [Nomination and People Committee schedule](#) of meetings.

Determination and conferral

The Nomination and People Committee will, acting on behalf of the University Council, review all nominations against the relevant criteria and may:

- a. approve that an offer of an award is made to the proposed recipient,
- b. defer the nomination for consideration at a future date (a date need not be specified),
- c. refer the nomination back for amendments or further information, or
- d. decline the nomination.

Presentation of award

Notice of award

The Chancellor will write to a person approved for an Honorary Award or Title on behalf of the Council.

Acceptance of award

Where a recipient accepts the award in writing, the Chancellor will report the same to the next meeting of the Nomination and People Committee and the Council.

Where a recipient declines to accept an award or fails to respond to an offer of an award within three months of the date of offer, the Nomination and People Committee will minute that the offer is rescinded and report the same to the Council.

Conferral of award

The University Secretary will determine the date and location of the conferral in consultation with the recipient or arrange for the Nomination and People Committee to confer the award or title in absentia if it cannot be conferred in person.

The conferral of an Honorary Award or Title will be evidenced by a Testamur in the form determined by the University Secretary issued under the Common Seal of the University.

The admission of a person to the Order of the Companion of the University or the conferral of the Emeritus Professor title will be evidenced by a Certificate in the form determined by the University Secretary issued under the Common Seal of the University.

The University Secretary will publish a list of current recipients of an award under this Rule on the University website.

Contact

For assistance with the nomination process or templates, please contact the Office of Governance and Corporate Administration - governance@csu.edu.au.