

HONORARY NOMINATIONS ADVISORY PANEL

Serviced by:	<i>Executive Officer to the Vice-Chancellor</i>
Reports to:	<i>Senate</i>

1. Terms of Reference

- 1.1 To review nominations for honorary awards against the published criteria and approve nominations on behalf of Senate, subject to consultation with Senate where appropriate.
- 1.2 To advise the Vice-Chancellor with regard to any other honorary appointments, subject to consultation with Senate where appropriate.

2. Membership

- 2.1 The membership of the Honorary Nominations Advisory Panel will be as follows:

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor and Provost
- Pro Vice-Chancellor (Student Success)
- University Secretary and Registrar
- A representative from each School who is also a member of Senate
- Student Union President
- A nominee of the Vice-Chancellor (Secretary)

- 2.2 If an application by a member of the Panel is being considered then the applicant will be replaced as a Panel member by a senior academic colleague nominated by the Vice-Chancellor.

3. Frequency of Meetings and Conduct of Business

- 3.1 The Honorary Nominations Advisory Panel shall normally meet once per year, usually in January, February or March, although additional meetings can be scheduled at any time subject to the prior authorization of the Vice-Chancellor. In addition Chair's Action can be taken between meetings in exceptional circumstances, following the electronic circulation of nominations to members for comment.
- 3.2 The meeting shall be quorate when at least four members, including the Vice-Chancellor or Deputy Vice-Chancellor and Provost, are present.
- 3.3 At all meetings the Chair must be taken by the Vice-Chancellor or, in the absence of the Vice-Chancellor, by the Deputy Vice-Chancellor and Provost.
- 3.4 The documentation for, and deliberations of, the nominations for honorary awards are confidential to members.
- 3.5 Exceptionally, Chair's Action may be taken by the Vice-Chancellor to approve recommendations for honorary awards, following electronic circulation with the wider membership in confidence.
- 3.6 Feedback to the nominator, in the case of honorary awards, will be provided by the Secretary.
- 3.7 Honorary awards will be notified to Senate once accepted by the recipient and recorded in the minutes of Senate.

Issuing Institution	University of St Mark & St John
Issuing Authority	Senate
Document Title	Terms of Reference – Honorary Nominations Advisory Panel
Document Reference	L:\ Committees\Terms of Reference
Version	1.4
Custodian	Academic Standards Officer and Clerk to Senate
Document Date	2nd January 2020
Last Amended	6th July 2023
Sensitivity	Unclassified
Circulation	Website, e-mail on request
Effective from	Date of most recent amendment
Review Date	By start of 2024-25 academic session
Effective until	Ongoing
History	<p>Version 1.0 approved by Chair's Action, 2nd January 2020, in succession to the Appointment and Awards Advisory Panel.</p> <p>Version 1.1 approved by Chair's Action, 27th August 2020.</p> <p>Version 1.2 approved by Senate, 30th June 2021.</p> <p>Version 1.3 approved by Senate, 6th July 2022.</p> <p>Version 1.4 approved by Senate, 5th July 2023.</p>