

## Contents

Applicable governance instruments.....	1
Procedure .....	2
1. Introduction.....	2
2. General principles.....	2
3. The title.....	2
4. Selection Criteria .....	3
5. Nominations .....	3
6. Approval .....	4
7. Advice of outcome.....	4
8. Communications.....	4
Related procedures .....	4
Versions .....	4

## Purpose

This procedure describes how Fellows of the University are appointed and how the ongoing relationship with them and the University is managed.

## Applicable governance instruments

Instrument	Section	Principles
<i>University Council Ordinance</i>	4 Reserved powers and functions of Council	4.1 (b)
	6 The Chancellor	5.1
<i>Academic Ordinance</i>	7 Conferral	7.1 (7.1.4)
<i>Qualification and Certification Policy</i>	5 Honorary degrees and Fellows of the University	5 (5.2)
<i>Behaviour Policy</i>	1 Behaviour	
	2 Support for community members	

## Procedure

### 1. Introduction

The University is committed to recognising those people who have made significant contribution to the University. The University also seeks to create an environment where internal and external stakeholders understand and support the mission of the University, including a commitment to high-quality teaching and learning and research enabling the best possible student and staff experience.

The University is committed to creating a positive culture where members of our community understand and uphold our values and expected behaviours thus creating a safe, supportive, and healthy environment.

Engaging those who have contributed to our University is one way in which the University develops strong links to our broader community. Providing recognition and developing these relationships with people who can champion the University aids us in creating a greater understanding in the community of our mission, role, and impact.

The University Council, under Section 11 of the *University of Tasmania Act 1992 (Tas)*, has the power to confer, and in certain circumstances rescind honorary titles including Fellows of the University. This procedure outlines the identification, nomination, awarding, and engagement of Fellows of the University of Tasmania.

### 2. General principles

#### 2.1. Consistent with the *Qualification and Certification Policy*:

- a) The University Council will confer the title of Fellow of the University of Tasmania on a person who has rendered noteworthy service to the University.
- b) Nominees must have demonstrated support for the University's mission and its values and expectations of behaviour and have met the determined criteria (see section 4) for the title of Fellow of the University.
- c) The University will ensure appropriate consultation for the nomination of Fellow of the University of Tasmania ahead of a nomination to Ceremonial and Honorary Degrees Committee and University Council.
- d) The certificates that are issued to Fellows of the University will unambiguously identify that the award/title is honorary.
- e) The University will ensure that its decisions and outcomes are transparent and appropriately communicated both internally and externally.

#### 2.2. A successful nominee will have the opportunity to accept or reject the offer of the title.

### 3. The title

#### 3.1. The title will be conferred upon the recipient by the Chancellor or the Vice-Chancellor at an appropriate ceremony, such as a graduation ceremony of the University where the recipient will be presented with a testamur signed by the Chancellor.

#### 3.2. Recipients of the title will:

- a) be invited to participate in formal ceremonial occasions of the University including University graduations, University public lecture series and similar formal events such as, openings of new buildings;
- b) be invited to an annual University Fellows' Dinner or similar celebratory event; and
- c) be accorded access to the University Library.

- 3.3. Additionally, Fellows will be invited on an individual basis to engage with other University activities, such as those connected to the student or alumni experience, as and when the opportunity arises and is of mutual interest to a Fellow and the University.
- 3.4. The title does not attract remuneration; however, the University can determine a sum where it is deemed necessary to cover expenses that may be incurred by the recipient while engaging in activities with or on behalf of the University.
- 3.5. The University Council may revoke any conferred title if deemed necessary to protect the integrity of the award, for example, if the recipient behaves in a manner that is contrary to the University's values or expectations of behaviour.

#### **4. Selection Criteria**

- 4.1. Nominees for the title of Fellow of the University will have demonstrated exemplary contribution to one or more of the following criteria:
  - a) Sustained and impactful service to the University through active engagement in University governance such as University Council.
  - b) Deeply supported the University through partnering on strategic activities supporting the University's mission.
  - c) Significant service in volunteering time to support the student and/or staff experience; including opportunity and willingness to continue to contribute to similar activities in the future.
  - d) Significant contribution to alumni activities including with opportunity and willingness to continue to contribute to similar activities in the future.
  - e) Significant philanthropic contribution.
- 4.2. All nominees must have demonstrated their alignment and support for the University's mission and its values and expectations of behaviours.
- 4.3. The Ceremonial and Honorary Degrees Committee (CHDC) will periodically review criteria for selection of Fellows of the University and approve any changes.

#### **5. Nominations**

- 5.1 A member of the University's Council, an Executive Dean of a College, a Head of School or head of an administrative division, or another interested person may make a nomination for the award of Fellow of the University of Tasmania.
- 5.2 The University Secretary will call for nominations annually and will receive any nominations.
- 5.3 Nominations may also be submitted at any other time and will be considered alongside other nominations within the schedule of the annual call for nominations.
- 5.4 All nominations for the award of Fellow of the University of Tasmania should be supported by a citation of 300 to 500 words outlining the grounds on which the nomination is made and how the nominee appropriately meets the determined criteria. A curriculum vitae for the nominee should also be provided if possible.
- 5.5 The nomination should give the names of two (2) referees who could be approached to support the nomination.
- 5.6 The nominee can be made aware of the nomination, but this is not obligatory. All nominations will be treated in the strictest confidence.

## 6. Approval

- 6.1 All complete nominations for the title of Fellow are considered by the Ceremonial and Honorary Degree Committee (CHDC) at scheduled meetings throughout the year. CHDC may endorse the nominations, request further information or not endorse a nomination.
- 6.2 The recommendations of the CHDC will be submitted to the next available meeting of the University's Council, which will make a determination on the conferral.

## 7. Advice of outcome

- 7.1 The Chancellor will make each approved recipient an offer of the title of Fellow immediately after approval of the conferral by Council. The letter of offer will outline:
- expectations of the role of Fellow including alignment with University values and behaviours;
  - options for the presentation of the title;
  - the publicity of the title; and
  - the opportunity to connect with areas of University activity dependent on interests and expertise of the Fellow and the opportunities presented by the University.
- 7.2 The recipient will have the choice to accept or not accept the title.
- 7.3 The University Secretary will advise the nominator of the outcome of the nomination including feedback where the nomination has been unsuccessful.
- 7.4 The ongoing point of contact for Fellows will be with the University Secretary who will maintain oversight of engagement and communication with Fellows.

## 8. Communications

- 8.1 The intention to present the title of Fellow may be made public any time after an acceptance has been received.
- 8.2 In the normal course of events the intention to present the title of Fellow will not be made public until several days before the award is to be presented.

### Related procedures

N/A

### Versions

<u>Version</u>	<b>Action</b>	<b>Approved By</b>	<b>Business Owner/s</b>	<b>Approval Date</b>
1	Approved	Vice-Chancellor	University Secretary	15 December 2023
1	Reconfirmed	Vice-Chancellor	University Secretary	10 December 2024