

**Senate  
Honorary Degree Nomination Review Committee  
Terms of Reference**

**1. ESTABLISHMENT**

The Senate (**Senate**) hereby establishes a subcommittee called the Honorary Degree Nomination Review Committee (the **Subcommittee**), under the provisions of the Senate’s General Terms of Reference for Standing Committees and these Subcommittee Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Manager of the OCS shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

**2. COMPOSITION**

Chair

The Member named as set out under “Voting Members” below.

Vice Chair

The Member named as set out under “Voting Members” below.

Voting Members<sup>1</sup>

The following Voting Members shall be appointed by the Senate or its delegate:

- Three External Senators. One of these Members shall be named as Chair by the Senate or its delegate.
- One of the Senators appointed by a constituency group internal to the University, who shall act as the Vice Chair of the Committee.
- One Member of the Honors Committee, excluding the Senate Chair and the Senate Vice Chair.

**3. ROLE**

The Subcommittee assists the Honors Committee in the administration of the Honorary Degree program by carrying out the specific responsibilities assigned to the Subcommittee.

**4. RESPONSIBILITIES**

The Subcommittee will review individual nominations for Honorary Degrees and recommend nominees to the Senate for placement by the Senate on the approved potential Honorary Degree recipient list.

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<sup>1</sup> The Subcommittee must have a minimum of three voting members in accordance with the Senate’s Standing Committees General Terms of Reference.

**5. AUTHORITIES**

The Subcommittee has the authority to carry out its responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Subcommittee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

**6. OPERATIONS**

In respect of all regularly scheduled Subcommittee meetings, other than in-camera meetings or sessions, the responsible senior administrator will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting. Unless objected to by the Chair; the responsible senior administrator may invite such persons as they see fit to take part in the presentation or discussion of items for which they are responsible.

**7. EFFECTIVE DATE**

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Subcommittee are repealed as of the effective date of these Terms of Reference.

**Dated: September 7, 2017**