

**Senate
Honors Committee
Terms of Reference**

1. ESTABLISHMENT

The Senate (**Senate**) hereby establishes a standing committee called the Honors Committee (the **Committee**), under the provisions of the Senate’s General Terms of Reference for Standing Committees and these Committee Terms of Reference, and delegates to the Committee 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 Vice President (University Relations) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

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 Members¹

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

- Five External Senators. One of these Members shall be named as Chair and one of these Members shall be named as Vice Chair by the Senate or its delegate.
- One of the Senators appointed by Deans’ Council.
- One of the Senators appointed by the Students’ Union and the Graduate Students’ Association.
- One of the Senators appointed by the General Faculties Council.
- One of the Senators appointed by a constituency group internal to the University.
- The Chair of Senate (ex-officio).
- The Vice Chair of Senate (ex-officio).

3. ROLE

The Committee assists the Senate to administer the Honorary Degree (**HD**) and Order of the University of Calgary (**OTUC**) programs by carrying out the specific responsibilities assigned to the Committee.

¹ The Committee must have a minimum of three voting members in accordance with the Senate’s Standing Committees General Terms of Reference.

4. RESPONSIBILITIES

The Committee's responsibilities are as follows:

1. Set, periodically review, and update as required for HD and OTUC nominations:
 - the process;
 - the criteria;
 - the guidelines; and
 - the evaluation rubrics;
2. Carry out the Committee's responsibilities under the HD and OTUC nomination processes;
3. Actively encourage the submission of HD and OTUC nominations; and
4. Arrange for chaperones for HD recipients as required.

5. AUTHORITIES

The Committee has the authority to carry out its responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Committee 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 Committee meetings, other than in-camera meetings or sessions, the responsible senior administrator and the Manager of the OCS 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 and the Manager of the OCS 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 Committee are repealed as of the effective date of these Terms of Reference.

Dated: September 7, 2017