



OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0006.07
Title:	Council Honours Awards	
Classification:	Leadership	
Chief Executive Approval:	Effective Date: 5 October 2018	Review Date: 1 September 2019
Previous Policy No:	n/a	Status: Current
Contact Authority:	Secretary to Council	

Purpose

The purpose of the policy is to regulate, guide and structure the process by which the Polytechnic confers Awards on persons of distinction in recognition of their extraordinary contribution to the Polytechnic and/or the wider community.

Policy

1. **The Awards**

Council, may confer awards as follows:

- 1.1 Emeritus Professor;
- 1.2 Honorary Member of Otago Polytechnic;
- 1.3 Emeritus Member of Otago Polytechnic;
- 1.4 Honorary degrees.

2. **Process**

2.1 Council shall establish an Honours Committee which will make recommendations to the Council as to the conferring of Awards.

2.2 The Honours Committee shall have as members:

- Chair of Council or nominee
- Chief Executive or nominee
- An appointee of the Chief Executive appropriate to the nominee under consideration for the conferring of a Council honour
- the Convenor of the Staff Subcommittee of Council

The Chair or nominee shall chair all meetings of the Honours Committee.

2.3 The Honours Committee shall consider nominations and make recommendations to the Council, under Council approved procedures and criteria, for the conferring of an Award consistent with the following criteria:

2.3.1 Emeritus Professor

The award of the title Emeritus Professor may be granted to a retiring/retired professor who:

- a. held the title of professor on retirement;
- b. has made an outstanding/significant contribution to the life and well being of the Polytechnic over and above normal duties, or
- c. has undertaken nationally or internationally respected quality teaching or research, or
- d. has demonstrated innovative and strategically important leadership, or
- e. has developed a dimension of the Polytechnic in a new way, or
- f. has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.



- 2.3.2 Honorary Member of Otago Polytechnic
The award of Honorary Member of the Otago Polytechnic may be granted to any person who:
- a. is not, nor has been a permanent employee of the Polytechnic, and
 - b. has made an outstanding contribution to the leadership or wellbeing of the Polytechnic through Council, one of the Polytechnic committees, or a section of the Polytechnic, or
 - c. has been a major benefactor to the Polytechnic, or
 - d. has made a distinguished contribution to the Polytechnic as a visitor, or
 - e. has developed a dimension of the Polytechnic in a new way.
- 2.3.3 Emeritus Member of the Otago Polytechnic
The award of Emeritus Member of the Otago Polytechnic may be granted to any person who:
- a. has been and is no longer a permanent employee of the Polytechnic, and
 - b. has undertaken nationally or internationally respected quality teaching or research, or
 - c. has demonstrated innovative and strategically important leadership, or
 - d. has made an outstanding contribution to the life and well being of the Polytechnic over and above normal duties, or
 - e. has developed a dimension of the Polytechnic in a new way, or
 - f. has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.
- 2.3.4 Honorary degrees
The award of an Honorary degree (from the Polytechnic's suite of degrees) may be granted to any person who:
- a. is not a current permanent employee of the Polytechnic nor a current member of the Council, and
 - b. has made an outstanding professional contribution to the Polytechnic through the Council, one of the Polytechnic committees, or a section of the Polytechnic, or
 - c. has made an outstanding contribution to the wider community.

3. Specific Procedures

- 3.1 All communications and enquiries about honorary awards should be addressed to the Chair or Chief Executive via the Secretary to Council.
- 3.2 Nominations for the award of Emeritus Professor are made to the Chief Executive who will bring the nomination to the Honours Committee.
- 3.3 Nominations for the conferring of an honorary award may be made by any two persons, one of whom shall be a member of the Council or Academic Board, and shall be made in confidence to the Chair or Chief Executive, who shall bring the nomination to the Honours Committee.
- 3.4 Each nomination shall be accompanied by a statement of the nominee's background in relation to the stated criteria for the award.
- 3.5 The Honours Committee shall consider nominations and make recommendations to the Council for the conferring of an award, and where appropriate the Chair will consult with the Executive Leadership Team.

- 3.6 Each honorary award shall be conferred by the Council with any such decision to be made by two thirds of Council members present and voting.
- 3.7 Any communication with proposed recipients of honorary qualifications or awards shall be conducted in confidence through the Office of the Chief Executive.
- 3.8 In exceptional circumstances the Council will have the authority to revoke any honorary award if deemed appropriate.
- 3.9 All honorary awards will be conferred on recipients at graduation ceremonies, or at another appropriate ceremony within three years of the award being approved by the Council.
- 3.10 Recipients of Awards will be entitled to:
 - a. use of the Polytechnic facilities generally through the office of the Chief Executive
 - b. use of the Polytechnic's library facilities
 - c. ongoing use of email facilities (former staff only)
 - d. in the case of Emeritus Professor use the title
 - e. in the case of Honorary degrees
 - wear the academic regalia for an honorary degree
 - use the award title using the following format Approved Degree Abbreviation (Honorary, Otago Polytechnic) e.g. MFA (Honorary, Otago Polytechnic)
- 3.11 The Honours Committee is responsible for considering nominations and for making recommendations to the Council for the granting of any honorary award. The Council shall take such recommendations into consideration when deciding whether to confer an honorary award.

Referral Documents

Appendix 1 – Council Honours list of recipients.

Approved by Council
Date: 5 October 2018



Appendix 1 Council Honours list of recipients

Emeritus Professor

Prof Khyla Russell – 2016

Emeritus Member of Otago Polytechnic

Ron McLeod – 2005

Rosemary Caulton – 2008

Dr Robin Day - 2011

Bridie Lonie – 2014

Dr Maxine Alterio - 2014

Honorary Degrees

Graham Crombie – Master of Design Enterprise - 2010

Margarita Robertson – Bachelor of Design (Fashion) - 2012

Huata Holmes – Master of Professional Practice - 2013

Michel Tuffery – Master of Fine Arts - 2014

