

<b>PROCEDURE FOR THE CONSIDERATION OF HONORARY FELLOWSHIPS</b>			
<b>Department</b>	Board of Governors		
<b>Author</b>	Clerk to the Board		
<b>Authorised By:</b>	Board of Governors		
<b>Implementation By:</b>	Nominations and Governance Committee		
<b>Policy and Procedure Reference:</b>	PRBOG2223056		
<b>Policy and Procedure Replaced:</b>	PRBOG1819039		
<b>Version No:</b>	3	<b>Approval Committee:</b>	Nominations & Governance Committee
<b>Date approved/reviewed:</b>	10/6/22	<b>Minute no:</b>	21.35.02
<b>Status:</b>	Approved	<b>Implementation Date:</b>	July 2022
<b>Period of approval:</b>	3 years	<b>Review Date:</b>	June 2025

## 1. Introduction and general information

- 1.1. The Board of Governors has the power to approve that the Honorary position of Fellow, be conferred upon persons who, in its opinion have given distinguished service to the University or to the wider community.
- 1.2. The Board of Governors is responsible for establishing procedures for the nomination and approval of Honorary Fellows of the University and has delegated to its Nominations and Governance Committee to select suitable candidates and make recommendations to the Board of Governors.
- 1.3. Honorary Fellow of Glyndwr University

The title of 'Honorary Fellow' may be conferred on any previous member of the University's staff or Board of Governors, or nominees from the local or the wider community regardless of their academic qualifications.

Nominees may be eligible in respect of the following criteria:

- (i) Support of the interests of Glyndwr University or of a particular part of the University's activities;
- (ii) Promotion of the academic purposes of the University;

(iii) Fostering of links between the University and other Institutions regionally, nationally and internationally;

(iv) Contributing significantly to the local or the wider community or to a specific field, for example, music and the arts, science, business.

## **2. Eligibility to be nominated**

2.1. Governors or members of staff of the University will not be eligible for the award of an Honorary Fellowship whilst in office<sup>1</sup>.

2.2. Former governors or former members of staff will not normally be eligible for nomination for an honorary fellowship within one year of their departure from the relevant office.

2.3. Serving members of Parliament and Assembly Members should not normally be awarded Honorary Fellowships including Cabinet Ministers in Westminster and Assembly Government.

## **3. Eligibility to nominate**

3.1. Names of proposed recipients for honorary fellowships may be invited from:

- The Board of Governors
- The academic and professional services staff of the University
- Students and alumni of the University

## **4. Procedure for the election of Honorary Fellows**

### **4.1. Nominations**

- (i) The Nominations and Governance Committee shall receive and consider a range of nominees and make recommendations to the Board of Governors as appropriate.
- (ii) The Clerk to the Board shall, by means of notice, invite nominations from those groups listed at 3.1. The notice will specify the date and time by which the nominations must be received by the Clerk and the date of the meeting of Nominations and Governance Committee at which the nominations received will be considered.
- (iii) All nominations must be in writing, must be signed by the proposer (no seconder is required) and must summarise (on the form provided but no more than one side of A4) the case for the conferment of an Honorary Fellowship. Proposers must state clearly their own name and title.
- (iv) The Clerk to the Board, in consultation with the Vice-Chancellor, if appropriate, shall ensure that all nominations meet the eligibility criteria (set out at 1.3) and that there is a substantial and appropriate field of nominees for the Nominations and Governance Committee to consider. If nominees do not meet the eligibility criteria the Clerk shall contact the proposer accordingly.

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<sup>1</sup> People on whom Honorary Fellowships of the University have been conferred are not barred from becoming members of the Board of Governors at a future point in time.

- (v) Nominees must not be approached by the proposer to indicate their willingness to accept an Honorary Fellowship, prior to being considered by Nominations and Governance Committee and approved by the Board (refer to 4.3).
- (vi) The Clerk to the Board may approach proposers for further information about candidates if deemed appropriate.

#### 4.2. Nominations and Governance Committee

- (i) The nominations, and the deliberations and investigations of the Nominations Committee and its recommendations to the Board of Governors are to be kept strictly confidential by all persons concerned.
- (ii) The decision of the Board of Governors is final.
- (iii) Nominees who have been unsuccessful may be proposed again when the next notice is published.

#### 4.3. Process of Conferment

- (i) The Chair of the Board, or their nominee, which in practice is the Vice- Chancellor, shall write to persons on whom Honorary Fellowships of Glyndŵr University are to be conferred, informing them of the decision of the Board of Governors and inviting them to accept the title on the date fixed for the University's Awards Ceremonies.
- (ii) In special circumstances, with the approval of the Nominations and Governance Committee, special ceremonies may be arranged:
  - on dates alternative to the normal dates for the University's Awards Ceremonies; and/or
  - at appropriate venues outside the main University.
- (iii) Honorary Fellowships shall not normally be conferred at a congregation of the University in absentia or by proxy.
- (iv) Honorary Fellowships shall not normally be conferred at a congregation of the University posthumously.

### **5. Rights, privileges and expectations of Honorary Fellows of Glyndŵr University**

#### 5.1. Honorary Fellows of Glyndŵr University:

- (i) will be invited to participate actively in University events and to share their expertise with staff and students of the University as appropriate and mutually agreed;
- (ii) will be invited, as appropriate, to attend ceremonial functions of the University;
- (iii) are entitled to wear the Fellows' Stole at appropriate ceremonial functions;
- (iv) may use University facilities available to members of staff in accordance with the regulations and procedures laid down by the University;
- (v) may receive updates on developments within the University.

**NOMINATIONS FOR HONORARY FELLOWSHIPS  
STRICTLY CONFIDENTIAL**

It is important that nominations are treated in strictest confidence. The Nominations Committee of the Board will determine who should be awarded an honorary fellowship in line with its selection process. Successful nominees will be invited, through the Vice Chancellor's Office, to become Honorary Fellows following the Nominations Committee's deliberations.

<b>Name of Nominee</b>	
<b>Contact Address for Nominee</b>	
<b>Position/Role of Nominee</b>	
<b>Reason for Nomination</b> (Please give as much information as possible, taking into consideration the criteria for nomination)	
Name of Proposer:.....	
Signature:.....Date:.....	