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## The Order of Athabasca University Procedures

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<b>Policy Sponsor:</b>	The Board of Governors of Athabasca University (“the Board”)
<b>Name of Parent Policy:</b>	<a href="#">The Order of Athabasca University Policy</a>
<b>Policy Contact:</b>	University Secretary
<b>Procedure Contact:</b>	University Secretary
<b>Effective Date of Procedures:</b>	March 16, 2012
<b>Review Date:</b>	These procedures will be reviewed annually.

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### Purpose

To outline the nomination criteria and process for awarding the Order of Athabasca University.

### Definitions

<b>Honorary Awards Committee</b>	A standing committee of the Board that has full authority to select recipients for Honorary degrees, recipients for the Order of Athabasca University, candidates for other honorary awards and other speakers for convocation.
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### Procedure

#### 1. Eligibility

- 1.1 The Board may award the Order of Athabasca University to an individual and/or group:
  - a. who has rendered exemplary service to Athabasca University (AU); or
  - b. who has rendered exemplary service to the community or society while representing AU.



## **2. Exclusions**

- 2.1 Current staff and faculty members will not be considered for the Order of Athabasca University.
- 2.3 Serving members of the Board and serving politicians will not be considered for the Order of Athabasca University.
- 2.4 The Order of Athabasca University will not be awarded in absentia unless there are extenuating circumstances.

## **3. Awards**

- 3.1 The Order of Athabasca University will normally be conferred during convocation ceremonies or during a similar high profile public occasion. Except in unusual circumstances, and at the discretion of the Board, the Order of Athabasca University must be received in person at convocation ceremonies or at a similar high profile public occasion within a two-year period from the date the candidate accepted the Board's invitation to receive the Order of Athabasca University. However, if after having indicated willingness to accept, a recipient becomes incapacitated or dies, the award may be conferred in absentia or posthumously.
- 3.2 The Board may, at its sole discretion, revoke the Order of Athabasca University if the recipient has engaged in activities which have brought disrepute to AU, or whose continued association would bring disrepute to AU.

## **4. Nominations**

- 4.1 Once a year the University Secretary will invite nominations via an appropriate communications medium.
- 4.2 Members of the Board and AU staff may submit nominations directly to the University Secretary.
- 4.3 Nominations which do not include the necessary supporting documentation will be returned to the nominator, for further information to be provided.
- 4.4 The goodwill between AU and the candidate and/or group must not be damaged through premature advice that may subsequently not result in the Order of Athabasca University being granted. Therefore, a candidate and/or group must not be advised of the nomination at any stage prior to the acceptance by the candidate.
- 4.5 A nomination must be kept confidential until the acceptance by the candidate.



## **5. Addressing the Criteria for the Order of Athabasca University**

- 5.1 All nominations must be supported by information addressing the criteria for the Order of Athabasca University and include the following information:
- a. the candidate's full name, official title(s), occupation or profession, home and business addresses, and contact telephone number(s) or in the case of a group award, a representative's full name, occupation or profession, home and business addresses, and contact telephone number(s);
  - b. the name and contact details of the nominator;
  - c. a curriculum vitae or other summary of the candidate's qualifications, employment history, career highlights, university or community service contributions and significant other awards (not applicable to group awards);
  - d. an indication of the candidate's and/or group's previous and/or current involvement with Athabasca University or of the candidate's and/or group's work or life contributions which bear upon or are otherwise of value to AU; and
  - e. a clear case justifying the proposed award, focusing on the candidate's and/or group's record of contribution or service.

## **6. Preliminary Review and Shortlisting**

- 6.1 All nominations are discussed by the Honorary Awards Committee to confirm the:
- a. eligibility of individual nominations;
  - b. suitability of candidates and/or groups; and
  - c. number of awards considered appropriate for the year.
- 6.2 On the basis of this discussion, a preliminary shortlist of candidates shall be determined.
- 6.3 The Honorary Awards Committee may ask a nominator to provide more information in support of a nomination.
- 6.4 The Honorary Awards Committee will review the preliminary shortlist and supporting documentation and decide on the recipients.
- 6.5 The Honorary Awards Committee's decision shall be confidential and provisional, pending contact by the President to confirm each candidate's willingness to accept the Order of Athabasca University.



## **7. Granting of an Honorary Award**

- 7.1 The University Secretary shall convey to the Honorary Awards Committee the acceptances indicated and ask the Honorary Awards Committee to formally approve the Order of Athabasca University.
- 7.2 Where a candidate and/or group has declined the invitation to accept the Order of Athabasca University, the Order of Athabasca University will not be confirmed.
- 7.3 Once a candidate and/or group has accepted the invitation, the Office of the University Secretariat in consultation with the Convocation Office and the Vice-President, Advancement will make the necessary arrangements for the conferral of the Order of Athabasca University at convocation ceremonies or similar high profile public occasion.

### **Applicable Legislation and Regulations**

[Freedom of Information and Protection of Privacy Act](#), R.S.A. 2000, c. F-25, sections 33(c) and 34(1)(e)

### **Related References, Policies, Procedures and Forms**

[The Order of Athabasca University Policy](#)

[Protection of Privacy Policy](#)

[Order of AU Nomination Form](#)

### **History**

The Board, March 16, 2012, Motion # 176-12 (policy approved)