

HONORARY DEGREES COMMITTEE

Terms of Reference

1. Constitution

- 1.1 The Governing Body has established a Committee of the Governing Body known as the Honorary Degrees Committee.

2. Scope

- 2.1 The role of the Honorary Degrees Committee is to oversee the University's policy on honorary awards and to determine whether nominations for honorary awards should be recommended to the Governing Body for approval.

3. Membership

- 3.1 There shall be no fewer than six members and not more than eight members, comprising:

- The Chair of the Governing Body (to act as chair);
- The Vice-Chair of the Governing Body;
- One other Independent Governor;
- One other Staff Governor
- The Vice-Chancellor and Chief Executive Officer;
- The Deputy Vice-Chancellor and Provost;
- The Deputy Vice-Chancellor (Research and Knowledge Exchange);
- The University Secretary.

- 3.2 The other Independent Governor and other Staff Governor members shall be appointed by the Nominations, Staffing and Governance Committee for a term of three years and are eligible for re-appointment. Membership shall cease on expiry of the member's term of office on the Governing Body. A quorum shall be three members, at least two of whom must be Governors.

4. Attendance at meetings

- 4.1 Other staff may be invited to attend for specific items where their attendance can inform and support the Committee.

5. Frequency and format of meetings

- 5.1 Meetings shall normally be held at least once each financial year. Additional meetings may be called by the Chair of the Committee as required.

- 5.2 The Committee may meet in person, by virtual means or through a combination of in person and virtual attendance. The Committee may also decide matters by email circulation. In between meetings of the Committee, the Chair of the Committee is empowered to decide matters falling within the Committee's remit by chair's action; matters decided by chair's action shall be reported to the next meeting of the Committee.

6. Delegated Authority

Under the University's Delegation Framework, the Committee is authorised by the Governing Body to:

- 6.1 Oversee the University's policy on honorary awards (including the criteria for awards) and approve policies and procedures relating to honorary awards;
- 6.2 Consider nominations for honorary awards against the University's criteria and determine whether to:
 - Reject the nomination;
 - Carry it over for consideration at a future meeting; or
 - Recommend the nomination to the Governing Body for approval.
- 6.3 Where the Committee agrees to recommend a nomination to the Governing Body for approval, the Committee shall determine the appropriate category of the award to be offered;
- 6.4 Approve policies and procedures for the revocation of honorary awards.

7. Other Duties

The other duties of the Committee shall be to:

- 7.1 Ensure that there is no devaluation of standards for University of Greenwich honorary awards.
- 7.2 Ensure that appropriate due diligence procedures are in place relating to nominations for honorary awards.
- 7.3 Consider whether to recommend to the Governing Body that an honorary award should be revoked where an honorary graduate, through behaviour or actions after their award, brings the University into disrepute or conflicts with the University's mission, values and principles.

8. Reporting procedures

- 8.1 The minutes of the Committee will be circulated to all members of the Governing Body.

9. Secretarial arrangements

- 9.1 The secretary to the Committee will be the University Secretary or their nominee.

10. Review

- 10.1 The Committee will review its terms of reference annually and as necessary and recommend any changes to the Governing Body, having liaised with the Nominations, Staffing and Governance Committee over any significant changes.
- 10.2 The Committee will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of a wider governance effectiveness review.