

**Procedures Title: Honorary Credentials Procedures**

Associated Policy: AW 5.0 Honorary Credentials Policy  
Procedure Holder: Office of the Provost and VP Academic  
Executive Lead: Provost and VP Academic  
Original Date: March 2020  
Last Revised: December 2023  
Next Review: September 2025

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## 1. Purpose and Background

These procedures will guide the process of selecting recipients for honorary credentials, as well as guide the process of awarding honorary credentials.

## 2. Guiding Principles

See Honorary Credentials Policy AW 5.0.

## 3. Definitions

- **Consensus:** Consensus does not require unanimous agreement but requires everyone to accept and support the decision.

## 4. Procedures

### 4.1 Delegation

The Senate may delegate some or all of the below procedures to one of its subcommittees. If delegated, the committee responsible must have Indigenous representation, either by Indigenous faculty members, Indigenous staff, or a President's Advisory Committee on First Nation's Initiatives-appointed community member. The subcommittee may invite in other individuals as resources as needed.

If some or all authority is delegated to a subcommittee, the recommendation of that subcommittee must be voted on by the Senate. Decisions of the subcommittee will be made by consensus. Members of any subcommittee established pursuant to this policy are prohibited from nominating or formally supporting any individual for an honorary credential.

### 4.2 Level and Type of Credential

Yukon University may award honorary credentials at the diploma, certificate, or degree (baccalaureate, masters, or doctoral) level.

Because honorary degrees are academic awards, the name of the credential awarded does not have to mirror a Yukon University credential, although it may, if appropriate. The Senate will decide the name, level, and type of credential, which will reflect the essence of the recipient's contributions.

### 4.3 Selection Criteria

The recipient will have made an outstanding contribution to, or have made a transformational impact on, their discipline, the community, society, or Yukon University.

The recipient will often, although not necessarily, have demonstrated an exceptional record of distinction and achievement in at least one of the following areas:

- Scholarship and research
- The creative or performing arts
- Community building, activism, or leadership
- Athleticism
- Progressing or promoting diversity, cross-cultural understanding, cultural revitalization and regeneration, or self-determination
- Philanthropy
- Role as a public intellectual or advancing the public discourse
- Contributions of long-standing and exemplary service to the University.

In deciding on the recipient, the Senate is encouraged to take into consideration the cultural diversity within Yukon, as well as consider the particular value in recognizing the contributions of typically underrepresented groups.

### 4.4 Ineligibility

Honorary credentials are notable, in part, for bestowing honour and prestige on the recipient, and for bringing them in closer proximity to the work and mission of the institution. Because of this, only in exceptional circumstances will an honorary credential be awarded in absentia.

Honorary credentials will not be awarded posthumously. Honorary credentials are intended to honour the recipient and their work, rather than their memory. If a selected recipient dies after accepting the invitation to receive an honorary credential but before the convocation at which the credential is to be awarded, at the discretion of the Senate, the honorary credential may still be awarded.

Active candidates for, or current holders of, political office are ineligible to receive honorary credentials, even if the office sought or held has no jurisdiction or influence over the institution and its actions.

Employees, board members, or official appointees of Yukon University are not eligible for an honorary credential but may be recognized publicly in other ways. After at least three consecutive years of not working for or with the institution in any official capacity, former employees, board members, and official appointees become eligible to receive an honorary credential.

### **4.5 Process**

While nominations are welcome and collected year-round, the Provost and Vice-President Academic (Provost) will send out a public call seeking nominations for honorary credential recipients no later than the first Monday in October. All nominations are to be submitted through the office of the Provost; must be received no later than the first Friday in December to be considered for that academic year's convocation; and must include all necessary documentation, including a completed Honorary Credential Nomination Form (see Appendix A). Extensions to this date will be considered only in special circumstances as determined by the Senate.

The Provost will forward the collected nominations, along with all unsuccessful nominations from the previous two years that met both the eligibility and selection criteria, to the Senate, or their designate, who will meet before the end of January to review all nominations.

The Senate or their designate will evaluate all nominations against the policy, guiding principles, and selection criteria, and determine the proposed recipient(s) by consensus. Yukon University recognizes that the selection process is subjective and that it will reflect contemporaneous interpretations of institutional values and priorities.

The name of the proposed recipient(s) will be forwarded to the Board Chair who will

confirm the proposed recipient does not pose a reputational risk for the university. If the Board Chair is not comfortable making such a confirmation, they may request further information from the Senate or its designate. Proposed recipient(s) will not have their name advanced to the Senate until the Board Chair has provided a confirmation.

Once confirmed by the Board Chair, the name of the proposed recipient(s) will be advanced to Senate for approval and upon approval, the Senate will direct the Yukon University President to notify the recipient(s) and invite them to attend convocation to receive their award. When doing so, the President will communicate all of the recipient rights and responsibilities as outlined in Section 4.6 of this document.

All unsuccessful nominations which meet both the eligibility and selection criteria will be reconsidered in the subsequent two years. The Provost will maintain the list of eligible nominations on behalf of the Senate.

The Provost, the Senate, the Board Chair and any other individual with knowledge of the nominees for an honorary credential must keep the names of nominees strictly confidential.

### **4.6 Recipient Rights and Responsibilities**

A recipient must attend the public convocation to receive their honorary credential.

A recipient must sign a release allowing Yukon University to issue a press release and, however the institution sees as appropriate, publicize the awarding of the honorary credential.

A recipient will be invited to address the convocation but is not required to do so.

A recipient has the right to determine what name or version thereof will be used in official communications and will be printed on the award.

### **4.7 Revocation of an Honorary Credential**

An honorary credential may be revoked by the Senate, and any such decision will be made by consensus. The Senate will take into consideration the reputational damage to the institution of revoking an honorary credential as well as the reputational damage of failing to revoke an honorary credential.

Any voting member of the Senate may make a motion to revoke an honorary

credential.

The motion must be based on and supported by evidence, which must be present in the motion. Sufficient evidence for such a motion includes, but is not limited to:

- the recipient has been convicted of a criminal offence;
- the recipient has engaged in conduct that constitutes a significant departure from generally recognized standards of public behavior to the extent that continued association with the University is seen to undermine its credibility, integrity, or public image; or
- the recipient has been officially sanctioned, fined, or reprimanded by an adjudicating body, professional association, or other organization.

### 5. Exceptions to the Procedures

There are no foreseen exceptions to these procedures.

### 6. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

### 7. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date</i> (Month DD, YYYY)	<i>Update</i> (Approver: change)
March 2020	New policy and procedures approved by Senate
January 2022	Procedures AC5.1 amended: section 4.2 (level of credential)
December 2023	Policy and Procedures revision approved by Senate University Secretariat: policy code change from AC5.0 to AW 5.0 to align with the new policy code system