



## **Fellow of the University Procedures and Guidelines**

**Approval Authority:** Board of Governors;

**Established on:** March 2, 2017;

**Amendments:** June 9, 2017;

**Reviews:** None.

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Lakehead University grants the title “Fellow of the University” to individuals who it recognizes to have contributed to the scholarship, growth, development, welfare and well-being of Lakehead University.

### **Nomination Selection Criteria:**

The following criteria are used by the Board Governance & Nominating Committee in its consideration of candidates.

### **A Candidate Should Have:**

- Contributed substantially to the growth and development of Lakehead University or its predecessors; and either
- Contributed substantially to scholarship at Lakehead University or its predecessors; or
- Given service through active participation in the community through service clubs, community organizations, business and professional groups or charitable organizations. It is intended that such service should be above and beyond the demand of a career, and should be of the nature where no pecuniary reward is expected.

**General:**

- Lobbying or canvassing to become “Fellow of the University” may disqualify a candidate.
- The title “Fellow of the University” will normally be awarded at Convocation, and at some Convocation Ceremonies, no such honours will be made.
- Other than in exceptional circumstances, a “Fellow of the University” will not be granted to an individual unless they have been removed for three years from formal appointment to the Board of Governors, from Lakehead University as an employee, or serving on any committee at Lakehead University.

**Making a Nomination:**

Nominations for “Fellow of the University” may be submitted by any member of the University community or the public at any time during the year. At least once annually, a call for nominations will be broadcast widely by the University Secretariat. Nominations are submitted to the University Secretariat Office.

**Privileges of the “Fellow” Title:**

- To participate in Convocation and other various functions and duties concerned with this University;
- To wear designated academic dress;
- To append the initials L.U.F. after their name;
- To attend the special events of the Board of Governors and Senior Officers of the University.

**Nominations Procedure:**

1. The Secretary to the Board Governance & Nominating Committee (the "Committee") sends out a notice to the community to solicit "Fellow" nominations.
2. The Committee shall meet by the end of January, or more often as reasonably necessary, to review the nominations. The Committee shall recommend to the Board based on the Nomination Selection Criteria which candidates are qualified. The Board shall determine whether such candidates are so qualified and whether they should be added to the Board approved List of Qualified Nominees for Fellow ("Fellow Nominees List").
3. At least two months prior to each University Convocation Ceremonies, the Committee shall determine how many individuals will be conferred the title "Fellow" during the Convocation Ceremonies and shall rank the nominees on the Fellow Nominees List in order of preference. Qualified candidates that are not chosen for the current year may remain on the Fellow Nominees List for future consideration. After a five year period any remaining unselected names will be removed from the Fellow Nominees List unless the Board determines otherwise.
4. The Chair of the Board of Governors shall contact the ranked candidate(s) to confirm the availability and willingness of the qualified candidate(s) starting with the highest ranking candidate. If the candidate is either unavailable or unwilling, the Chair will move on to the next highest candidate, and so on, until the determined number of individuals has been obtained.
5. After the candidate(s) have expressed their desire to accept the terms (date/time/location), the Chair of the Board will report to the Committee the names of the confirmed candidates, which will then be brought forward to the Board for information at its next in-camera meeting.
6. The title "Fellow of the University" will be granted in the geographical area appropriate to the individual receiving the honour, as determined by the President.

7. Once the Board of Governors has been made aware of the successful recipients, the Office of the President will provide a media release to publicly announce the name(s) of the next “Fellow(s) of the University”.

### **Revocation of Title and/or Removal from the Board Approved “List of Qualified Nominees for Fellow”:**

On recommendation of the Committee, the Board may revoke the title of “Fellow” or remove an individual from the Fellow Nominees List if any of the following becomes known to the Committee or the Board, and it is satisfied that:

- The individual has been convicted of a indictable offence; or
- The individual, in the reasonable opinion of the Board, after investigation, has obtained the title or been added to the Fellow Nominees List by fraud, deception, or any other inappropriate means; or
- The individual has been removed for misconduct by a properly constituted legal authority from any official register or roll of members of the profession to which they belong.

**CONFIDENTIALITY must be maintained from the beginning of the process until a public announcement has been made.**

**Review Period:** When required;

**Date for Next Review:** To be determined;

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None

Please contact the University Secretariat for additional information and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).