

# HONORARY DOCTORATE NOMINATION FORM

## CONTACT

The Board Secretary will communicate with the nominators. Staff will undertake due diligence by thoroughly screening nominations. All questions and completed nomination packages can be addressed to Secretary to the Board of Governors at [BoardofGovernors@RoyalRoads.ca](mailto:BoardofGovernors@RoyalRoads.ca). Successful candidates will be informed in writing by the President of the decision to schedule the award, and nominators will only receive an update on the status of their nomination at this stage.

## CONFIDENTIALITY

Nominators must keep the nomination confidential including with the potential nominee, members of the RRU community, and the public.

## SUBMISSION DEADLINES

Dec. 1st

May 1st

## 1. NOMINEE

**INSTRUCTIONS: PLEASE INCLUDE THE NOMINEE'S NAME AND CONTACT INFORMATION AS WELL AS THE NOMINEE'S CV OR RESUME.**

### ELIGIBILITY:

1. Active members of faculty and staff at RRU are not eligible for honorary degrees. Retired members may, however, be nominated if no longer active.
2. Normally, an active politician should not be nominated for an honorary degree.
3. Current members of the Board of Governors or their family members are not eligible.
4. Only in exceptional circumstances will a degree be awarded *in absentia*.
5. Posthumous honorary degrees will not be awarded.
6. People who have already received honorary degrees from other institutions will still be considered.

Nominee Name

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Mailing Address

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Telephone

Email

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Resume/bio/curriculum vitae of the Nominee (*Please attach the nominee's resume/bio/curriculum with your submission. Information can usually be accessed through the internet.*)

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## 2. NOMINATOR

**INSTRUCTIONS: PLEASE INCLUDE YOUR NAME AND CONTACT AS NOMINATOR**

Nominations may be put forward by present and past members of the Royal Roads University, such as: staff; students; faculty; associate faculty; board of governors; and alumni.

Nominator Name

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Staff

Students

Faculty

Associate Faculty

Board of Governors

Alumni

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Address/City/Country

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Telephone

Email

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### 3. REASONS FOR RECOMMENDING AWARD

#### INSTRUCTIONS:

In approximately two pages, single spaced, provide your reasons for recommending the honorary award, consistent with the profile of individuals as outlined in the policy below. *(Please include the two page recommendation with your submission.)*

1. Nominees should be of exceptional merit who have made substantial contributions to society, **nationally and/or internationally**, including: visionary leaders and exemplary public figures; leading academics in all disciplines and interdisciplinary areas; community builders and philanthropists; public intellectuals and opinion makers.
2. Nominees' achievements should celebrate the university values (CARING, CREATIVE and COURAGEOUS) and serve as an inspiration and role model to our students, graduates, and our community.
3. Individuals nominated should reflect the diversity of society, including women, Indigenous persons, racialized group members and visible minorities, persons with disabilities, persons identifying as lesbian, gay, bisexual, transgender, and/or queer (LGBTQ), and others reflecting diversity.

### 4. LETTERS OF SUPPORT

#### INSTRUCTIONS:

Please provide a minimum of two, but no more than four, letters of support from individuals who can support the nomination. Keep in mind that these individuals must also keep all aspects of the nomination confidential including to the nominee. *(Please include the letters with your submission.)*

### SUBMISSION AND INCLUSION

Nominations, with required documentation, may be submitted in confidence to the Board of Governors' Secretary ([BoardofGovernors@RoyalRoads.ca](mailto:BoardofGovernors@RoyalRoads.ca)). Items may be in a singular PDF package, or sent as individual documents.

#### INCLUSION

##### BEFORE SUBMITTING PLEASE CHECK THAT ALL FOUR COMPONENTS ARE INCLUDED:

1. Completed nomination form
2. Resume or curriculum vitae of the nominee
3. Reasons for recommending the honorary award, consistent with the profile of individuals as outlined in the policy: (approximately 2 pages)
4. Letters of support: minimum of two, but no more than four