



Honorary Fellowship Policy

Owner:	Board of Directors
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1. Introduction

- 1.1 Each year, UCFB may bestow Honorary Fellowships upon distinguished individuals, who merit special recognition for outstanding achievement and/or distinction of activity which aligns with [UCFBs strategic ambitions, values and behaviours](#). It is the highest honour that UCFB can bestow. Honorary Fellowships are normally conferred at UCFB Graduation ceremonies.
- 1.2 The Board of Directors have agreed that nominations for Honorary Fellowships are open to significant figures from the worlds of sport and business, individuals from the local or the wider community and to any previous member of UCFB staff or Board of Directors (see Section 4.2.4)..
- 1.3 Honorary Fellowships are in recognition of an individual's professional standing, practical contribution, and wider impact, subject to individuals meeting the eligibility criteria, which is detailed in Section 4.2 (Eligibility Criteria) of this Policy.

2.0 Purpose

- 2.1 UCFB seeks to build connections with exceptional and inspiring individuals through the awarding of Honorary Fellowships, fostering the growth of future relationships. The individuals who receive these awards will act as role models for the UCFB community and be, ambassadors for the institution and provide inspiration to staff, students alumni and their families.

3.0 Scope

- 3.1 This Policy outlines the processes for the nomination, selection awarding and revocation of Honorary Fellowships.
- 3.2 Honorary Fellowships are a symbolic association award and should not be confused with academic awards, such as Honorary Degrees.

4.0 Policy

- 4.1 In accordance with its Standing Orders, Appendix 1, the Board of Directors, holds the authority to award Honorary Fellowships and other distinctions, as well as revoke these awards, in accordance with this Policy.

4.2 Eligibility Criteria

- 4.2.1 To be nominated for the award of an Honorary Fellowship, individuals should satisfy at least one of the following criteria. Consideration may also be given to the potential for the individual to engage with or support UCFB in the future, where appropriate.
 - 1) Have made an outstanding contribution to the work and/or development of UCFB and/or the regions in which UCFB operates.
 - 2) Have achieved exceptional distinction in a field or activity relevant to the work of UCFB:
 - 3) Have an established and recognised profile of distinguished and exceptional service over a period of years.
 - 4) Have undertaken work of international, national or regional significance.

5) Have a connection to the region through innovative, enterprising or pioneering work which boosts economic growth, social capital and contributes to the future of sustainability in the regions that UCFB operates within.

6) Have an outstanding public service or contribution to society.

4.2.2 Candidates nominated for an Honorary Fellowship should possess only a small number of UK Honorary Awards.

4.2.3 UCFB does not award Honorary Fellowships to current members of staff, current students, current members of the Board of Directors, or individuals whose current political office, affiliation, or public activity could reasonably be perceived as conflicting with, undermining, or compromising the interests, values, or strategic aspirations of UCFB. This includes individuals associated with UCFB affiliated companies or partner organisations where a conflict of interest may arise.

4.2.4 Nominees must have retired from, or otherwise ended their association with, UCFB and/or affiliated companies or partner organisations for a minimum period of three years prior to consideration.

5.0 Procedure for the Nomination, Selection, Award and Revocation of Honorary Fellowships

5.1 Nomination Procedure

5.1.1 The Governance Manager & Clerk to the Board of Directors, will send out a notice, at the beginning of each academic year, inviting nominations from the Board of Directors; UCFB staff (academic and professional services), as well as UCFB students and alumni.

5.1.2 Nominations will be collected via a Microsoft Form, called "[Honorary Fellowship Nominations Form](#)", which is available for nominations all year-round.

5.1.3 Nominations will normally be accepted up to the end of February each year for selection toward the subsequent graduation ceremonies in November and December.

5.1.4 All nominations must summarise the case for the conferment of an Honorary Fellowship. Proposer must state clearly their own name and title when submitting the Form. There is no requirement for there to be a second proposer.

5.1.5 Any information provided in support of a nomination of an honorary fellow must be written under the [Freedom of Information guidelines](#).

5.1.6 All nominations should be made in confidence, without the nominee's knowledge. Individuals may not nominate themselves for Honorary Fellowships.

5.1.7 Nominees must not be approached by the proposer to indicate their willingness to accept an Honorary Fellowship, prior to being considered by the Honorary Fellowship Award Panel.

5.1.8 Following submission, the Governance Manager & Clerk to the Board of Directors may request information from the proposer to clarify elements of the nomination or to ask for further details, prior to consideration by the Honorary Fellowships Panel.

5.2 Selection Procedure

- 5.2.1 The Governance Manager & Clerk to the Board of Directors, in consultation with the Chair of the Honorary Fellowship Awards Panel, will ensure that nominations meet the eligibility criteria and that there is a substantial and appropriate field of nominees for the Honorary Fellowships Award Panel to consider. If nominees do not meet the criteria, the Governance Manager & Clerk to the Board of Directors shall contact the proposer accordingly.
- 5.2.2 All nominations, that meet the criteria as defined in 4.2 (Eligibility Criteria) above, shall be considered by the Honorary Fellowship Awards Panel.
- 5.2.3 The Governance Manager & Clerk to the Board of Directors will ensure that all appropriate information, has been obtained, if required, from the proposer, in order for the Honorary Fellowships Awards Panel to make a recommendation to the Board of Directors.
- 5.2.4 The Honorary Fellowships Awards Panel will ensure that evidence and authenticity checks are undertaken and that it assesses the risks of each nominee against reputational damage, prior to conferment.
- 5.2.5 As part of the nominations process, the Honorary Fellowships Award Panel will review the portfolio of past award holders against new nominations to ensure they reflect a diverse range of individuals, from wide-ranging backgrounds and experience.
- 5.2.6 The Honorary Fellowships Awards Panel will normally shortlist the nominations, once a year between March and April.
- 5.2.7 The nominations, deliberations and recommendations of the Honorary Fellowships Award Panel will be kept strictly confidential by all persons concerned.
- 5.2.8 Following a recommendation from the Honorary Fellowships Award Panel, the final selection decision by the Board of Directors will be final.
- 5.2.9 Nominees, who have been unsuccessful, may be proposed again when the next note is published at the beginning of the next academic year.

5.3 Award

- 5.3.1 Nominees whose awards are approved by the Honorary Fellowship Awards Panel, shall be informed in writing by the Chief Executive and invited to accept the award at the appropriate UCFB Graduation Ceremony.
- 5.3.2 Recipients of the Honorary Fellowship shall be designated as 'Honorary Fellow of UCFB, Hon.FeUCFB' and will normally receive the award at a UCFB graduation ceremony.
- 5.3.3 The names of nominees who accept the offer of an honorary award will be reported to the Board of Directors.
- 5.3.4 Honorary awards shall not normally be awarded in absentia.
- 5.3.5 An Honorary award may be awarded posthumously, subject to the normal criteria detailed in 4.2 (Eligibility Criteria) above being achieved.
- 5.3.6 Honorary Fellowship shall not confer any other rights, privilege or status.

5.3.7 Honorary award holders shall be advised that they may use the approved designatory letters after their names e.g. Hon. Fellow. At the same time, award holders will be informed that they should not use the title 'Dr' in front of their name unless they are entitled to do so by any other award or qualification which they might possess.

5.3.8 The conferment of an Honorary Fellowship is a prestigious recognition and does not carry any form of remuneration or financial benefit.

5.4 **Revocation**

5.4.1 UCFB expects that the actions and behaviours of Honorary Fellows will be consistent with its vision and values and will not impact negatively on the institution's work or reputation.

5.4.2 UCFB will not sanction certain types of behaviour and reserves the right to consider whether a public association with an individual in receipt of an Honorary Award injures the reputation of the institution.

5.4.3 While due diligence is undertaken on nominees, it is recognised that information may subsequently come to light or events occur, which call into question UCFB's decision to honour an individual in this way.

5.4.4 The Honorary Fellowships Award Panel will receive and consider all proposed revocations and make recommendations to the Board of Directors as appropriate. The Panel will follow the procedure set down below.

5.4.5 The Board of Directors reserves the right to revoke Honorary Fellowships.

5.4.6 This process to revoke an Honorary Fellowship will not be undertaken lightly nor in response to trivial matters but is expected to be enacted where serious and significant concerns have been raised. Under such circumstances, cases for the revocation of an Honorary Award may be submitted to the Chair of the Honorary Fellowship Panel.

In such instances, UCFB will take action to:

- Mitigate risk;
- Manage the process in a sensitive and fair way;
- Make recommendations and provide assurances to the Board of Directors

5.4.7 The Chair of the Honorary Fellowship Panel will determine whether there is a case for review, based on presented evidence of one or more of the following criteria:

- 1) If there is evidence, that was not available at the time the award was made, that the individual has acted in a way that poses a fundamental contradiction of the values of the institution.
- 2) If there is evidence of serious misconduct or mismanagement (whether unlawful or not) in the individual's employment or in the conduct of any entity with which they are or have been associated, including but not limited to.
- 3) If the individual has been convicted of a serious criminal offence or has been the subject of any adverse findings in civil proceedings, anywhere in the world;

- 4) If the individual has been dismissed from a position of trust or similar;
 - 5) If the individual has been the subject of any adverse finding in any disciplinary proceedings by any regulatory authorities or professional bodies.
- 5.4.8 Where the Chair of the Honorary Fellowship Panel determines there is no case to proceed, this decision will be communicated to the party or parties who have raised the matter. In such cases, the decision of the Chair of the Honorary Fellowship Panel will be final, and no further action will be taken.
- 5.4.9 Where the Chair of the Honorary Fellowship Panel determines that sufficient grounds exist for revocation of an Honorary Award, they will make a recommendation to the Board of Directors, including the rationale supporting that recommendation.
- 5.4.10 Once approval has been received from the Board of Directors, to revoke an Honorary Award, the individual will be informed in writing, by letter from the Chair of the Honorary Fellowship Panel, outlining the rationale for the formal outcome. The final decision will be reported to the Honorary Fellowship Award Panel.

6.0 Annexe

6.1 Terms of Reference

Terms of Reference

Honorary Fellowships Panel

Reports to: Board of Directors (Governing Body)

Frequency: Once a year

Quoracy: Five members, including at least one SU representative and one member of the Board of Directors

Membership:

Chair

Dean of Education & Knowledge Exchange

Ex-Officio

Member of the Board of Directors

Chair of ELT (or nominee)

Chair of SMT

Deputy Dean of Wembley

Deputy Dean of Manchester

Head of Events

Student Union President Manchester

Student Union President Wembley

Officer

Governance Manager & Clerk to the Board of Directors

Purpose

The Honorary Fellowship Panel has delegated authority from the Board of Directors to determine the outcome of applications for Honorary Fellowships.

Terms of Reference

1. To consider the eligibility of candidates for the conferment of Honorary Fellowships against the published criteria and requirements and as contained within the Honorary Fellowship Policy.
2. To approve persons for conferment of Honorary Fellowships.
3. To report the decisions of the Panel to the Board of Directors
4. To receive and consider any proposed revocations of Honorary Fellowships and make recommendations to the Board of Directors as appropriate.

Reporting Requirements:

The Honorary Fellowship Panel will report on its activities to the Board of Directors through its minutes and other reports as required.