

## **Alumni Award Committee**

*(sub-committee of the Honorary Degrees Committee)*

### **Terms of reference**

1. To receive nominations for Outstanding Alumni Awards and consider these against agreed criteria.
2. To consider the due diligence work provided on nominated individuals.
3. To recommend recipients for Outstanding Alumni Awards to the Honorary Degrees Committee (or if timing does not allow, to be approved by Chair's action by the Chair of the Honorary Degrees Committee).
4. To report annually to the Honorary Degrees Committee on the business of the Committee.

### **Committee Composition**

*(ex officio)*

Head of Stakeholder Relations

Director of Philanthropy, Alumni and Supporter Engagement (in the Chair)

President of Lancaster University Students' Union

*(appointed)*

Two Faculty representatives from the Honorary Degrees Committee (appointed by the Chair of the Honorary Degrees Committee)

*(in attendance)*

Secretary of the Honorary Degrees Committee (a member of Governance Services)

Head of Alumni Engagement and Development Services

### **Procedure**

The Committee will normally meet once a year.

The quoracy for this Committee is three members.

The term of office of the appointed Faculty representatives from the Honorary Degrees Committee members is for a maximum of one year. Terms will be renewable once for a further year. The Faculties represented will rotate on an annual basis (biennially if membership terms are renewed) and will be agreed by the Chair of the Honorary Degrees Committee.

The Director of Philanthropy, Alumni and Supporter Engagement will allocate the Head of Stakeholder Relations as alternative Chair in the event of their absence.

As per the University's Code of Practice on Freedom of Speech and Academic Freedom, all committees considering business that could affect compliance with free speech duties, in line with their delegated authority, are expected to have due regard for any impact on the University's duties to secure and promote the importance of freedom of speech and academic freedom. Any enquiries regarding this should be directed to the Director of Strategic Planning and Governance in the first instance.

### **Criteria for the Outstanding Alumni Award**

The Outstanding Alumni Award recognises the success of Lancaster University Alumni and aims to build ongoing engagement with awardees.

Candidates for an Outstanding Alumni Award must have graduated as an Undergraduate or Postgraduate student at Lancaster University, or at an overseas campus or partner college (such as LU Ghana). Candidates must have a Lancaster University degree.

They must have made a substantial contribution in their field since graduating from Lancaster and meet at least two of the following additional criteria:

- (i) have developed an outstanding international or national reputation among their peers;
- (ii) be an inspirational role model for current students and potential future students;
- (iii) have existing or potential links with Lancaster University.

Outstanding Alumni Awards will not normally be given to those who have been recommended to Senate for the award of an Honorary Degree or Honorary Fellowship. However, a recipient of the Outstanding Alumni Award may be nominated for an Honorary Degree or Honorary Fellowship in the future if they meet the relevant criteria.

Nominations for an Outstanding Alumni Award may be put forward by any Member of the University (as set out in the Statutes) and recommended to the Director of Philanthropy, Alumni and Supporter Engagement by any member of the public.

Individuals may not nominate themselves.