



Honorary Degrees, Academic Awards & UCO Titles or Honorary Awards Criteria & Award Structure

Core Documentation Cover Page

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Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

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HONORARY DEGREES, ACADEMIC AWARDS & UCO TITLES OR HONORARY AWARDS CRITERIA & AWARD STRUCTURE

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1. SCOPE

- 1.1 In the Academic Regulations Section of its Academic Quality Framework the UCO identifies three different types of award that can be conferred onto an individual:
- a) Honorary Degrees – these are recommended to the University of Bedfordshire by the Academic Council. The criteria for these awards are set by the University and the UCO has a process by which it recommends individuals to the University for consideration. These individuals cannot be current members of staff, students or members of the Board of Directors.
 - b) Academic Awards- these are the subject of this paper and concern the criteria for staff of the UCO to be recognised within the proposed academic award structure. They are UCO awards and are subject to confirmation by Academic Council against set criteria.
 - c) UCO Titles or Honorary Awards; such as Fellowship of the British UCO of Osteopathy, Honorary Diploma of Osteopathy or Visiting Professor. These are agreed titles/honorary awards that the UCO can bestow on individuals who are not current members of staff, students or members of the Board of Directors. They are agreed by the UCO and are subject to confirmation by Academic Council against set criteria.

2. INTRODUCTION

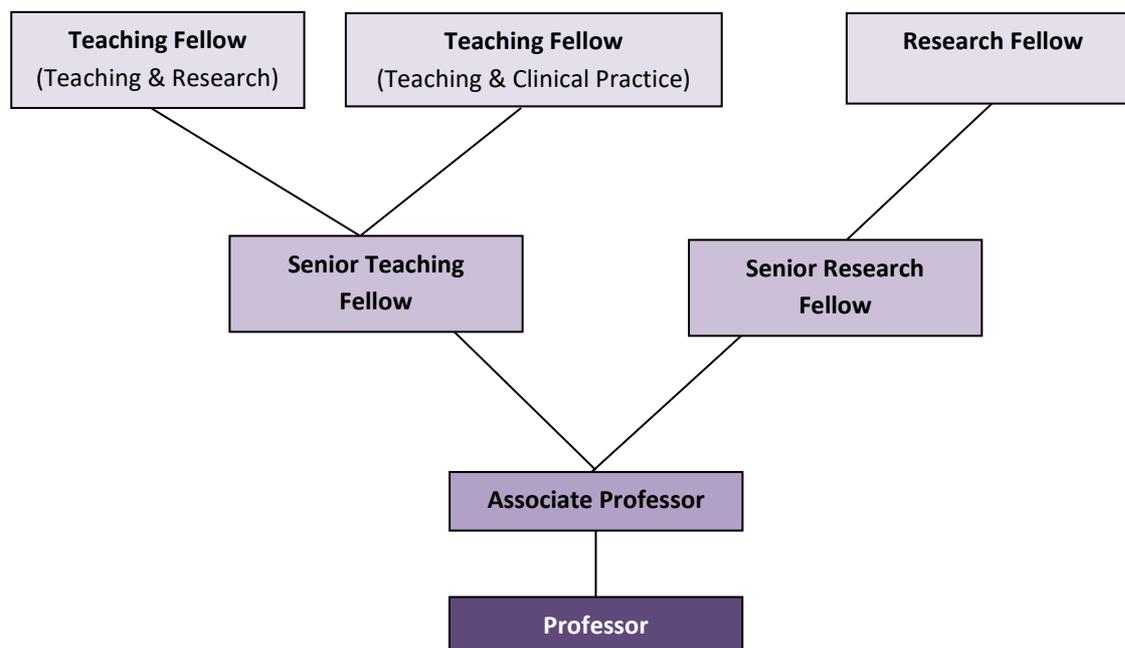
- 2.1 The UCO in the past has used a number of different academic titles for recognising the experience, seniority and contribution made by faculty to the work of the UCO. These titles have not been in line with usual practice in Higher Education (HE) nor have some of them been used in recent years. This proposal seeks to remedy this while recognising some of the special characteristics of the UCO. The UCO is aware, as a relatively small higher education institution with until recently only one main course, that there has been limited opportunity for career progression for faculty and there are a limited number of management roles that faculty can be appointed to. The UCO has attempted to address this with the introduction of the Unit Leader roles but are aware that these are limited in number. The UCO believes that there is an opportunity now to introduce academic awards that reflect not the management responsibility of an individual but the academic contribution made to the UCO. It seeks to introduce a set of clear milestones that can help individuals plan their academic career at the UCO and which will be recognised in the wider HE and osteopathic communities as significant achievements and marks of ability and aptitude.

3. PROPOSAL

- 3.1 There are four levels of Academic Award based on four areas of academic achievement (in order of ascending seniority):
- i. Fellow (Subdivided into Teaching and Research Fellows)

- ii. Senior Fellow (Subdivided into Teaching and Research Fellows)
 - iii. Associate Professor
 - iv. Professor
- 3.2 Although it will be normal for an individual to be first appointed as Fellow and to progress towards Professor level, there may be instances, particularly when the scheme is initially set up, when the first appointment is to a higher level. However, it is emphasised that appointments are for academic achievement and must meet the set criteria. They are not awarded for long service or seniority, or automatically awarded with particular posts within the institution.
- 3.3 The scope of academic achievement to be considered when recommending an Award are in the areas of:
- a) Teaching
 - b) Research
 - c) Leadership & Enhancement
 - d) External Engagement and Impact
- 3.4 Applications will be made with one of these as the primary area in which an impact has been made, further supported by evidence from at least two of the remaining. So an applicant may, for example, seek to be a Associate Professor on the basis of their research portfolio, which meets the set criteria, but will be expected to provide evidence that they have also made a contribution in teaching, provided leadership to enhance some aspect of the UCO's academic provision through dissemination of their work, supporting other teachers, or has worked with external organisations to enhance the reputation of the UCO and osteopathy in a wider field. This will help to avoid a narrow attitude and promote a 'whole UCO' mentality with regard to academic awards.
- 3.5 Faculty entering as a Teaching or Research Fellow will be expected to gradually involve themselves with the other academic areas in order to progress to Senior Fellow and Associate Professor. However it is recognised that they may not have much evidence in these areas at the outset.
- 3.6 A fundamental principle behind the UCO's Academic Awards structure and process is that it can gather from a wide range of teachers, researchers, managers and innovators and gradually funnel them all towards the levels of Associate Professor and Professor as shown in Figure 1:

Fig.1. Map of Academic Awards and their relationships



- 3.7 Faculty will normally enter the process as Teaching or Research Fellows. However, staff entering from other institutions, or who have had non-teaching roles within the UCO, but make significant contributions to the academic life of the UCO and fulfil the criteria with regard to the areas of contribution, may enter at Associate Professor or, exceptionally, at Professor levels. It is envisaged that classroom-based teachers or teaching that generally doesn't directly involve patients, are expected to bring an academic research culture to their teaching to keep it current and to introduce innovation. Clinic-based teaching and teaching that does directly involve patients will use their practice experience to inform their teaching. Practical Osteopathic Skills / Osteopathic Technique teaching will come under Teaching and Research, unless it is primarily clinic-based applied technique/clinical skills.

4. AWARD LEVEL CRITERIA

4.1 FELLOW & SENIOR FELLOW

- 4.1.1 Academic faculty who have not previously been confirmed in similar posts at other comparable HE institutions will normally begin their careers as either a tutor or an lecturer, both of which require completion of a probationary period and admission to the UCO's Postgraduate Certificate in Academic and Clinical Education (PgCACE). On successful completion of the probationary period and the PgCACE, they may then seek to step onto the Academic Award ladder, starting as a Teaching Fellow. Alternatively, a small number of faculty may seek a research career that entails supervising undergraduate dissertations, teaching research methods and statistics, while pursuing their own research projects or as part of a UCO research team. They also will normally be expected to complete the PgCACE. On completion of their

probationary period they may apply to become a Research Fellow, which is equivalent to a Teaching Fellow.

- 4.1.2 Exceptionally, faculty may enter at the level of Senior Fellow. This is most likely to be the case when the scheme is first set up and for faculty moving from external institutions and who are able to demonstrate appropriate expertise. Teaching Fellows and Senior Teaching Fellows will normally have Teaching as their main Area of Contribution, while Research Fellows and Senior Research Fellows will normally have Research as their main Area of Contribution. At Fellow level only one Area of Contribution is required, but Fellows are expected to develop at least one of the other Areas during their term. Senior Fellows will be expected to provide evidence of expertise in their main Area, and additionally, show that they are making a significant contribution in at least one of the other levels.

4.2 TEACHING FELLOWS

- 4.2.1 Teaching Fellows are appointed either as Teaching and Research or as Teaching and Clinical Practice Fellows. This recognises the particular contribution that each brings to their teaching. Classroom-based teachers (i.e., teaching that generally doesn't directly involve patients) are expected to bring an academic research culture to their teaching to keep it current and to introduce innovation to ensure effective and relevant delivery. Clinic-based teachers and teaching that directly involves patients will use their practice experience in addition to knowledge of current literature, to inform their teaching. Practical Osteopathic Skills teaching will come under Teaching and Research, unless it is primarily clinic-based applied technique/clinical skills.

4.3 TEACHING (TEACHING & RESEARCH) FELLOW

- 4.3.1 UCO teachers seeking to be a Teaching Fellow (Teaching and Research) will have successfully completed the PgCACE (or equivalent) and have been given responsibility for delivering some part of a teaching programme. In order to demonstrate their ability to be a Teaching Fellow the applicant will provide evidence in the application portfolio (see below) that they will be able to meet the following expectations.

- 4.3.2 A Teaching (Teaching and Research) Fellow is expected to be able to:

- a) work autonomously under the direction of their Unit Leader/Head of Area;
- b) demonstrate initiative in developing the scholarship underpinning the programme, and introduce innovative practice into delivery to make it more effective;
- c) pursue and disseminate an academic area of research or special interest through seminars, workshops, publications, or conference presentations;
- d) demonstrate critical self-awareness, recognising the limits of their knowledge and understanding, and adopting a strategy to advance their ability;
- e) keep up to date with current literature in their area of responsibility, reading literature and attending conferences as appropriate;

- f) critically appraise and develop that part of the programme for which they are responsible and be able to contribute to monitoring and reporting procedures.

4.3.3 In addition to the criteria expected of a Fellow, a Senior Teaching (Teaching & Research) Fellow is expected to undertake responsibility for managing some part of the programme or for the support and development of other faculty. They are expected to provide evidence that they have contributed to the development of the curriculum, or designed delivery or assessment procedures that have made the programme more effective. They will have acted in a responsible support rôle for students or faculty, for example as an academic tutor, or mentor. A key factor will be to have evidence that they are able to take the initiative in the development of some aspect of the programme, including setting up or organising workshops, tutorial groups, journal clubs etc. or designing and producing course materials, particularly on-line resources. Senior Fellows are expected to be up-to-date with current literature and innovation in their area and be able to interpret it in the context of the course programme and incorporate it into their teaching. They may be involved in researching some aspect of educational practice with a view to demonstrating good practice, or enhancing the curriculum. They are expected to attend conferences, contribute to discussions and debates about their area both within the UCO and externally. In short, a Senior Fellow will demonstrate that they are gaining confidence in becoming a member of a wider academic community and beginning to make significant contributions to it.

4.3.4 The Area of Contribution of a Senior Fellow will therefore broaden to include at least one of the other three areas, viz. Research, Leadership & Enhancement or External Engagement & Impact. These will need to be evidenced separately from and in addition to Teaching.

4.4 TEACHING (TEACHING & CLINICAL PRACTICE) FELLOW

4.4.1 UCO teachers seeking to be a Teaching Fellow (Teaching and Clinical Practice) will have successfully completed the PgCACE (or equivalent) and have been given responsibility within the clinical practice part of a UCO programme. In order to demonstrate the ability to be a Teaching Fellow the applicant will provide evidence in the application portfolio (see below) that they will be able to meet the following expectations:

4.4.2 A Teaching (Teaching and Clinical Practice) Fellow is expected to be able to:

- a) work autonomously under the direction of their Team Leader/Unit Leader;
- b) demonstrate initiative in developing the scholarship underpinning the programme, and introduce innovative practice into delivery to make it more effective;
- c) be an effective and inspirational rôle-model for students through their professionalism, ethical sensitivity, empathy for patients and exceptional care;
- d) participate in discussion forums on matters relevant to osteopathic practice and the theoretical underpinnings of osteopathy;

- e) demonstrate critical self-awareness, openness to alternative interpretations, an ability to learn from experiences, and, at times, to be willing to admit fallibility and ignorance.

4.4.3 In addition to the criteria expected of a Teaching (Teaching & Clinical Practice) Fellow, a Senior Teaching (Teaching & Clinical Practice) Fellow is expected to demonstrate a higher level of contribution to the academic life of the UCO. This is likely to include designing and running workshops and group tutorials for students and tutors, designing and running educational and support programmes for patients and practitioners; taking responsibility for supporting junior faculty; promoting relevant current literature and clinical good practice; engaging with students in debates on potentially controversial subjects; encouraging critical thinking and self-directed investigation in students. They will share their clinical experience, including times when mistakes were made. Senior Fellows are expected to attend national and international conferences related to osteopathic education, and to begin to make a contribution to debates around the future of osteopathic education and clinical practice.

4.4.4 The Area of Contribution of a Senior Fellow will therefore broaden to include at least one of the other three areas, viz. Research, Leadership & Enhancement or External Engagement & Impact. These will need to be evidenced separately from and in addition to Teaching.

4.5 RESEARCH FELLOW

4.5.1 UCO faculty seeking to be a Research Fellow will have successfully completed the PgCACE (or equivalent) or a research-focused programme such as a Post-graduate certificate in Research Methods and Statistics. They will be enrolled on or have recently completed a Masters degree that requires a research project of at least 60 credits. They may be part of a team undertaking a research project, and have a specific rôle to play. They will normally be expected to be part of the undergraduate research support team supervising undergraduate projects, running workshops or teaching research methods or statistics.

4.5.2 A Research Fellow is expected to be able to:

- a) demonstrate participation in and contribution towards work investigating some significant research topic in an area relevant to osteopathic practice or education;
- b) support and motivate students, either under- or post-graduate, as they investigate areas of professional interest, including recommending resources, drawing attention to governances and ethical expectations, and suggesting methodologies;
- c) help students and faculty interpret complex data and research papers and to see their relevance for professional life;
- d) provide measured critique of students' work to improve the quality and standing of their critical abilities;

- e) convene and contribute to student/faculty workshops and seminars throughout the UCO;
- f) disseminate their work through publication, conferences and other media as appropriate.

4.5.3 In addition to the above, a Senior Research Fellow will be expected to be enrolled on a research programme, which may include a Master of Philosophy, a Doctor of Philosophy or a Professional Doctorate. They will liaise with staff teaching in other parts of the programme to ensure awareness of current literature and take responsibility for designing workshops and seminars.

4.6 ASSOCIATE PROFESSOR

4.6.1 An Associate Professor may advance from either a Senior Research or Senior Teaching Fellow position. An Associate Professor will have clearly demonstrated, usually through obtaining a Doctorate, that they have made a significant contribution to some aspect of clinical practice or education. They will have the respect of their colleagues and be recognised as an expert in their field. They will be engaging with the wider academic community beyond osteopathy and be creating an impact. This impact will be two-way: insights and experiences from osteopathy will be having an impact on an academic or professional field beyond osteopathy and insights and practices from other disciplines will be nurturing osteopathic thinking and practice.

4.6.2 In addition to personal academic and professional development, an Associate Professor will be expected to have a senior position within the UCO with responsibilities for some significant area of a programme. It will be their responsibility to ensure that content is up to date and relevant and they will initiate debate to rectify the situation where this is not the case.

4.6.3 An Associate Professor may be working with other osteopathic institutions to develop programmes of study or in staff development. This will be a further mark of the respect in which they are held.

4.6.4 They will also be engaged in the professional development of junior members of staff including helping Teaching and Research Fellows advance along their chosen career paths. An Associate Professor is expected to be supervising Master and doctoral-level projects and to be involved in post-doctoral research.

4.6.5 An Associate Professor is expected to be writing for professional peer-reviewed journals and to be invited to speak or to lead workshops at National and International Osteopathic conferences.

4.6.6 In fulfilling these criteria an Associate Professor will demonstrate a significant contribution to the life of the UCO in at least three of the four Areas of Achievement. Evidence will be provided for each and the same evidence cannot be used for more than one, though of course, it is likely that there will be some degree of overlap.

4.6.7 Associate Professors may only refer to themselves as 'Associate Professor'; it must be made clear that the post held is that of Associate Professor in written

correspondence, in any letterhead or email signature used, in CVs, and in any publications and grant applications.

4.7 PROFESSOR

- 4.7.1 In addition to all of the above a Professor, which will be highest Academic Award, will demonstrate sustained and highly significant contributions, not just to the UCO, but to the wider profession and to areas of academia and professional enhancement beyond the UCO. They will be able to demonstrate publications, and keynote invitations over several years in both osteopathic and other peer-reviewed journals, books, conferences and similar forums.
- 4.7.2 They will be highly regarded and respected as authoritative figures within the profession, but will have earned that respect through critical and extensive personal development. However, they will also be known as people who listen to and respect the views and considered opinions of others.
- 4.7.3 They will have taken responsibilities for developing junior members of staff and offering counsel and support to all who work within the UCO. They will be able to supervise research at all levels and be a final authority on academic matters in consultation with other senior academics.
- 4.7.4 In general a Professor will champion the UCO from inside and outside, being a catalyst and implementer of change within the institution and an advocate for the UCO in the wider academic and professional world. To that end, they will demonstrate high level contributions in all the Areas of Achievement.

5. AREAS OF CONTRIBUTION

5.1 PRINCIPLES

- 5.1.1 The four areas have been selected to reflect the range of endeavours needed to ensure a vibrant academic life at the UCO. While teaching and research may be the most visible, this proposal argues that leadership roles associated with the development of other staff, the aptitude to inspire students and practitioners to pursue their own academic interests together with the ability to enhance the reputation and standing of the UCO externally through dissemination of research, innovation and good practice, should also be recognised. The following provides a broad outline of the four areas; more specific criteria are covered in consideration of the four Academic Award levels.

5.2 TEACHING

- 5.2.1 A sustained and exceptional record in teaching may underpin the case for promotion to an academic award, where it can be demonstrated through student questionnaires, peer review, external examiners or other appropriate sources, that success in teaching goes significantly beyond the standard requirements of the institution and the syllabus in terms of the contribution made to the student experience, as well as the academic results achieved. The candidate will have

attained authority and influence as a teacher, as evidenced by, for example, a strengthening of the link between teaching and cutting-edge research. Published and conference contributions to the advancement of teaching, learning, scholarship, innovation and curriculum development or assessment are considered under the Teaching heading. Objective evidence of influence on teaching at other institutions can also be taken into account. Postgraduate research supervision and programmes at doctoral and MPhil level should be entered under Research, Masters-level tuition under Teaching. Curriculum delivery within an existing structure counts as teaching, as does course or programme construction.

5.3 RESEARCH

5.3.1 Excellence in research entails the advancement of a subject through research and scholarship, and the continuing growth in eminence and reputation of the candidate as evidenced by publications, particularly in peer reviewed journals and by invitations to speak or lead workshops at national and international conferences. Sustained achievement in research will underpin recommendation for an Academic Award. It is recognised that the form taken by research outputs varies considerably across disciplines and sub-disciplines, and that the latter are themselves evolving constantly. Performance will be benchmarked against the discipline and the contribution it makes to the academic life of the UCO and osteopathic scholarship. Those recommended for an Academic Award, whose case is underpinned by a strong performance in research will share a sustained record of achievement, and evidence of development and further potential, consonant with the ambitions of the UCO to be recognised increasingly as a world-class institution, and attested by their standing in the international osteopathic community.

5.4 LEADERSHIP & ENHANCEMENT

5.4.1 Significant contributions to management, administration or other enabling activities in the UCO, or in learned societies and national or international bodies, which further the individual's discipline, enhance the academic life of the UCO and/or facilitate the professional development or enhanced performance of academic colleagues, will be considered when assessing eligibility for an Academic Award.

5.5 EXTERNAL ENGAGEMENT AND IMPACT

5.5.1 Contributions to the osteopathic community in the UK and across the World, involvement with specific academic disciplines, other areas of health care, health care education, or other contributions in the public domain through the application of knowledge in practice, such that the UCO and the osteopathic profession's reputation is enhanced, can be considered when assessing eligibility for an Academic Award. This category will also include relationships and reputation in other external activities, where the effects that flow from these, including income, are of manifest benefit to the UCO.

6. APPLICATION PROCESSES

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- 6.1 The Academic Council will invite applications to the roles of Fellow, Senior Fellow, Associate Professor and Professor annually. The process of scrutiny of candidates and recommendations to Academic Council will be the responsibility of an Honorary Degrees, Academic Awards and Titles Committee (HDAATC) (See Appendix 1 for Terms of Reference). The role of the HDAATC will be to ensure that candidates meet the appropriate criteria for the title for which they are applying. It is not the HDAATC's task to appoint faculty to specific teaching, clinical or research posts. This remains the responsibility of the senior managers for that subject area. This is not to say that an appointment may not incorporate both; for example, where a particular job is regarded as suitable for someone with the abilities and experience of a Senior Teaching Fellow. By keeping the two areas distinct it will be possible to have more flexibility in regard to particular circumstances, plus it doesn't tie academic appointments with pay scales, which remain separate. A person on a higher pay scale based on work load or similar extra responsibilities may not automatically receive an academic title; at the same time, the award of an academic title doesn't necessarily attract a rise up the pay scale. If they are not separate, pay scales rather than academic capability may become the key criteria for appointments. However, it is likely that there will be some degree of correlation between the two.
- 6.2 A key distinction between academic awards and honorary degrees/fellowships is that the former recognises aptitude and potential in an individual and anticipates a particular kind of outcome as a result of the appointment, while honorary degrees and fellowships reward past achievement and aim to give due recognition to a range of contributions made by individuals. Inevitably there is overlap to the extent that past achievement will be used to provide evidence that a particular candidate has potential, and someone awarded an honorary degree or fellowship may go on to make further contributions, but in general one is anticipatory while the other recognises past achievement.

7. ACADEMIC AWARDS

7.1 PORTFOLIO OF EVIDENCE

- 7.1.1 Application for an Academic Award, which can be made by the candidate, will entail submission of a portfolio providing evidence that the criteria for the Award being sought have been met.
- 7.1.2 The portfolio will provide evidence that the criteria for the Award Level in the specified Area of Contribution have been met. It will be in 3 parts:
- 7.1.3 The first part will be a statement by the candidate setting out the claim for why they believe they should be given the award and title they are seeking. The statement, which will be no more than 1,500 words, will draw attention to other parts of the portfolio and in doing so, may also serve as an executive summary of the claim. It will outline past achievements, describe current work, and indicate ambitions for the future, as well as point to the candidate's strengths, abilities and the opportunities they believe such an award will afford for future work. At more senior levels,

particularly Associate Professor and Professor, candidates should provide differentiated evidence for their main and supporting Areas of Contribution. The same evidence may not be used for more than one Area though there may be some overlap.

- 7.1.4 The second part will be references in support of the candidate by two academic colleagues - preferably senior and respected persons - who have known and worked with the candidate for some time. Normally this will be someone from within the UCO, but in the case of a member of staff moving from another institution, it may be an external reference. Candidate applying for the award of Professor will be expected to also provide a statement of support from a senior academic from outside the UCO to demonstrate their standing beyond the UCO. Each statement will be in the region of 500 words.
- 7.1.5 The third part will be an extended curriculum vitae detailing the candidate's academic and professional experience and achievement including, but not limited to: publications, particularly in peer reviewed journals and books; invitations to speak at conferences or to lead workshops and other contributions to academic gatherings; curriculum and programme design and implementation along with other teaching or practice innovations; research projects including collaborative ventures and successful applications for grants; examples of inter-professional, inter-disciplinary and cross-institutional collaboration; teaching appointments at other educational institutions; additional academic work including external examining, member of journal boards, peer reviewing and guest editing of journals; being an expert witness or appointments to professional, healthcare or academic boards and working parties; development or introduction of recognised examples 'good practice' and innovation in teaching and practice. All of the above should focus on achievements in the previous five years, but Associate Professors and particularly Professors, should also demonstrate a consistently high level of academic achievement and contributions to the UCO and their relevant profession for an extended period of time. Candidates may append examples of good practice, testimonials from persons outside the UCO with whom they have worked and other artefacts, if it helps to clarify statements in the documentation.
- 7.1.6 These will be submitted to the HDAATC who will consider them and make recommendation to Academic Council with a summary of their judgment, which if ratified by AC is final. The candidate will be informed of the outcome following the AC meeting.

8. HONORARY AWARDS

- 8.1 In addition to the Academic Awards, the UCO wants to recognise outstanding contributions and achievements from individuals from within outside the UCO and profession. Honorary Awards are not awarded to individuals currently employed by or contracted to work for the UCO; however, they can be awarded after a person has left the institution in recognition of outstanding contributions made during their time of employment or to those who have a very small as and when contract. Normally this will in the form of an Honorary Fellowship.

8.2 Honorary Awards cannot be applied for by the person seeking the award but must be nominated by a senior member of the UCO. The proposal, in the form of a one page description of the individual's merits and reasons for why the award should be granted, will be submitted to the HDAATC for consideration, by the 30th September each year. In the case of Honorary awards of the University of Bedfordshire the application will be passed onto that institution for consideration in the case of UCO Honorary the committee consider that the award should be offered, the candidate will be asked if they would like to receive it, and it will be awarded during the Graduation Ceremony of that year

8.3 Honorary Awards will be distinguished at three levels: Honorary Diploma in Osteopathy; Honorary Fellowship of UCO; Honorary Professor of the UCO. The level of award will depend on a range of criteria. Honorary Professorships will normally only be awarded to academics from outside institutions who are considered to have made and are continuing to make a significant contribution to the academic life of the UCO.

A) HONORARY DIPLOMA

8.4 An Honorary Diploma in Osteopathy can be awarded to an individual who is not an osteopath, but who has made a significant contribution to the life and work of the UCO through, for example, fund raising, voluntary work, promotion of the UCO or profession externally, or similar kinds of contributions.

B) HONORARY FELLOWSHIP

8.5 An Honorary Fellowship of the UCO can be awarded to an osteopath or former member of faculty or staff who is judged to have made a significant contribution to the life and work of the UCO over and above their job description and the expectations of their rôle.

C) HONORARY PROFESSORSHIP

8.6 An Honorary Professorship of the UCO can be awarded to any academic or clinician not normally employed by or contracted to the UCO, who is judged to have made a significant contribution to the academic life and educational development of the UCO through their work and support over time, and who is willing to continue providing their support through lectures, workshops, seminars and similar teaching media in the future. The minimum expectation is one major contribution per year. The award will be for a period of 3 years renewable at the discretion of the HDAATC.

8.7 In addition, the committee can award an Honorary Emeritus Professorship to individuals who have made a significant contribution in the past, but whose ongoing support may not continue due to retirement or other reasons.

APPENDIX 1: HDAATC TERMS OF REFERENCE

Terms of Reference: Honorary Degrees, Academic Awards and Titles Committee

Date of approval:	Approved by AC June 2013
Date for review:	AC June 2019
Version Number:	V2.0
Chair:	Principal & Chief Executive
Secretary:	Executive Assistant

Terms of Reference

The Honorary Degrees, Academic Awards and Titles Committee (HDAATC) shall be accountable to Academic Council for:

- a) Recommending proposals of persons worthy of the conferment of an appropriate University of Bedfordshire honorary degree to Academic Council for agreement, prior to approval by the University of Bedfordshire.
- b) Recommending proposals of persons worthy of the conferment of a University College of Osteopathy honorary academic award and/or title to Academic Council for approval.
- c) Recommending proposals of persons worthy of the conferment of a University College of Osteopathy academic award and/or title to Academic Council for approval.
- d) Recommending to Academic Council any revisions to the UCO's procedures for submission and consideration of proposals and subsequent awards. These must align with the University of Bedfordshire's procedures in respect of University of Bedfordshire honorary degrees.

Membership

Principal & Chief Executive (Chair)

1 member of Academic Council, elected by Academic Council

1 member of an external Higher Education Institution, elected by Academic Council

1 member of the Board of Directors, elected by the Board of Directors

The Students' Union President

Note that the committee should usually include at least one member who holds an academic award and/or title which is at least equivalent to the level being considered for the nominee(s). Additional advisors may also be invited to contribute to the committee's recommendations to Academic Council.

Term of Office

Members serve for a maximum of two 2-year terms.

Frequency of Meetings

As a minimum, one meeting is held a year to align with the University of Bedfordshire's honorary degrees timescale.

Quorum

The HDAATC will be quorate when 50% of members contribute, to include the Chair and one representative of each group of members. Meetings may take place electronically if required.

Reporting Lines

The HDAATC reports to the Academic Council.