

Honorary and Associate Fellowship Scheme

Procedural Guidance

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Approval History

Version	Date	Comments	Approver
V0.01	18/09/2017	New for Nominations and Governance	Nominations & Governance Committee
V1.00	09/10/17	Version V0.01 updated with minor amendments requested by Nominations & Governance Committee	Board of Trustees
V2.00	25/01/19	Updated to reflect the proposed Associate Fellowship - Approved version	Nominations & Governance Committee
V2.00	20/05/21	No amendments, biennial re-approval	Nominations & Governance Committee
V3.00	27/01/2022	Minor wording amendment to criteria	Nominations & Governance Committee
V4.00	02/02/2023	Updates with AF progression criteria	Nominations & Governance Committee

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1 Introduction

- 1.1 The Honorary Fellows Scheme was approved by the Board of Trustees in July 1977, to recognise those who had given service to the College of an academic or academic related over several years. The Board approved in March 2019 as part of the Centenary celebrations that an 'Associate Fellowship' should be introduced.

2 Criteria for nomination

- 2.1 To be considered for an Honorary Fellowship the person should normally have given distinguished service, made an exceptional contribution in support of UCEM, have an affiliation with or active involvement with UCEM or be an alumnus of UCEM that has given significantly to the sector.
- 2.2 This is usually over a significant time; however, this does not exclude those who have made a particularly exceptional contribution over a shorter period.
- 2.3 To be considered for an Associate Fellowship the person should be actively involved with UCEM, but this will be over a shorter period than an Honorary Fellowship. The award is usually given to recent UCEM alumni, or those at earlier stages of their career or those recognised for significant academic achievement or merit by UCEM.
- 2.4 The following excludes someone from nomination to become an Honorary or Associate Fellow:
- An Honorary or Associate Fellow shall not be given to someone who is currently on the payroll of UCEM
 - An Honorary or Associate Fellow cannot be a current serving member of the Board
 - An Honorary or Associate Fellow cannot be given to a person who holds a UCEM Honorary Degree
 - An Honorary or Associate Fellow cannot be a current student with UCEM.
- 2.5 Associate Fellows can become eligible for progression to an Honorary Fellowship. The following criteria will be given consideration when determining eligibility:
- The service or contribution that the individual has given to UCEM, including the impact of that contribution.
 - The length of time since the award of Associate Fellowship, with a minimum of three years required.
 - Where the individual is an alumnus if a significant contribution to the sector can be evidenced.

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3 Nominations Procedure

- 3.1 The Nominations and Governance Committee is responsible for the recommendation to the Board of individuals to be elected Honorary or Associate Fellows.
- 3.2 The Secretary to the Board will invite nominations from members of staff and the Board. All nominations must be received by the published deadline, for consideration by the Committee prior to the next meeting of the Board.
- 3.3 The Nominations and Governance Committee may also consider nominations from the wider UCEM community, including alumni and students.
- 3.4 All nominations must include a written statement that details the nominee's contribution to UCEM, as well as their other achievements.
- 3.5 All nominations are confidential, and nominees must not be informed that they have been recommended for an Honorary or Associate Fellowship.
- 3.6 The Nominations and Governance Committee will consider all nominations received and recommend individual(s) to the Board for election to Honorary or Associate Fellow.
- 3.7 The names of those recommended for Honorary and Associate Fellowship are confidential until approved by the Board, and until offers have been made to and accepted by the nominees.

4 Honorary and Associate Fellow Recognition

- 4.1 Honorary Fellowships are usually given at the UCEM Graduation Ceremony. Where it is not possible for the Honorary Fellow to attend the Graduation Ceremony in exceptional circumstances alternative arrangements may be made.
- 4.2 Recipient (s) of the Honorary Fellowship at the Graduation will wear the Honorary Fellows gown.
- 4.3 Associate Fellowships are usually given at the Annual Honorary Fellows Event.
- 4.4 An Honorary or Associate Fellowship does not confer any other right, privilege or status within UCEM.
- 4.5 All names of Honorary and Associate Fellows are published on the UCEM website, Honorary Fellowships are inscribed on the UCEM Honours Board at Horizons.

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5 Expectations of an Honorary and Associate Fellow

5.1 All Honorary and Associate Fellows are expected to make an active contribution to the work of UCEM. This may include, but is not limited to:

- Speaking at a CPD Event, or providing an online guest lecture
- Participating as part of an Employer Forum, on matters such as sector trends
- Endowing a scholarship, bursary or prize, or contributing to the UCEM Centenary Fund
- Hosting Events in support of UCEM
- Providing mentoring opportunities
- Promoting UCEM programmes to staff and contacts
- Sponsoring UCEM applied research
- Contribution to a research project or paper

5.2 A meeting will be held with the Chairman and/or Principal and/or University College Secretary to discuss involvement with UCEM after a person has accepted an Honorary or Associate Fellowship.

6 Withdrawal of Honorary and Associate Fellow status

6.1 An Honorary or Associate Fellowship can be withdrawn by the Board if the reputation of UCEM is likely to be brought into disrepute through continued connection with the individual.

7 Maximum number of Honorary Fellows

7.1 The maximum number of Honorary or Associate Fellows at any one time shall be determined by the Board of Trustees from time to time.