

Guidelines for the Preparation of Nomination Materials for the Award of Fellow of the University of Tasmania

Fellow of the University of Tasmania

The award "*Fellow of the University of Tasmania*" is available to people, not current employees of the University or any of its affiliates, who have rendered noteworthy service to the University or one of its antecedent organisations.

The award takes the form of a testamur signed by the Chancellor and will be presented by the Chancellor at an appropriate ceremony, such as a graduation ceremony of the University.

Recipients of the award will be accorded access to the University Library and will be invited to participate in formal ceremonial occasions of the University.

Nominations

A member of the University's Council, UET member, a Head of Academic Unit or head of an administrative division, or other interested person may make a nomination for the award of Fellow of the University of Tasmania.

The University Secretary will call for nominations each year. Nominations may also be submitted at any other time.

Documentation

All nominations for the award of Fellow of the University of Tasmania should be supported by a citation of 300 to 500 words outlining the grounds on which the nomination is made. A curriculum vitae for the nominee should also be provided if possible.

The nomination should, where appropriate, give the names of two (2) referees who could be approached to support the nomination.

Confidentiality

All nominations will be treated in the strictest confidence.

Method of approval

All complete nominations for the award of Fellow are considered by the Ceremonial and Honorary Degree Committee (CHDC) at scheduled meetings throughout the year. CHDC may endorse the nominations, request further information or not endorse a nomination.

The recommendations of the Ceremonial and Honorary Degrees Committee will be submitted to the next available meeting of the University's Council, where a determination on the conferral will be made.

Advice of Outcome

The Chancellor will make each approved recipient an offer of the award of Fellow immediately after approval of the conferral by Council. The letter of offer will outline options for the presentation of the award. The University Secretary will advise the nominator of the outcome of the nomination where appropriate and the relevant UTE members and/or Head of Academic Unit.

There will a minimum of 6 weeks between confirmation of recipient of the award of Fellow and presentation at an appropriate graduation ceremony.

Publicity

The intention to present the award of Fellow may be made public, subject to the agreement of the recipient, any time after an acceptance has been received. In the normal course of events the intention to present the award of Fellow will not be made public until several days before the award is to be presented.