

## NOMINATION FOR THE AWARD OF HONORARY FELLOW

The University of Cumbria awards Honorary Fellowships in recognition of individuals who have made outstanding contributions to the university and/or in support of a variety of causes linked to its mission and values. Awarding honorary fellowships supports the process of extending our network of prestigious contacts and supporters.

### Who can nominate?

The Honorary Awards Committee invites staff, students, and university board directors to submit nominations for the award of Honorary Fellow. Nominations from external proposers cannot be accepted unless the nomination is supported by a member of university staff. Students should also seek a university staff member to second and support their nomination before submitting the form to the Honorary Awards Committee.

### Making a nomination

Please do give thought to those whom you have encountered in your own area of work and who have made a significant contribution to the development of research, education, health, engineering, the arts, sciences, public service, business, student opportunity or have supported our university.

The Honorary Awards Committee welcomes nominations that align with the university's vision to transform lives and livelihoods through learning, applied research and practice – for now and future generations as detailed in the [T2030 strategy](#). Nominations are particularly welcome that reflect cultural diversity and inclusivity and promotes a commitment to gender equality.

Before submitting your nomination, please check whether a person has already received an honorary award. You can review the [list of Honorary Fellows here](#).

To submit a nomination please complete the form below.

<b>Full Name of Nominee</b>		
<b>Contact Details of Nominee</b>	Postal Address:	
	Email address:	
<b>Name of Proposer</b>		Staff/Student/Other
<b>Contact Details of Proposer</b> (telephone and email address)		
<b>* Student Number</b> (if applicable):		

**A. CRITERIA**

The criteria for the award of Honorary Fellowships are set out below. Please indicate which criteria you believe the potential candidate meets.

**Desirable criteria met: - please tick box as appropriate:**

- |   |                                                                                                                     |                                     |
|---|---------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1 | A significant contribution to, and/or a strong connection with the vision and mission of the University of Cumbria. | <input checked="" type="checkbox"/> |
| 2 | A significant achievement contributing to the character and strength of Cumbria and beyond                          | <input type="checkbox"/>            |
| 3 | Achievement which makes the person or organisation an inspiring role model.                                         | <input type="checkbox"/>            |
| 4 | A major contribution to charitable or voluntary activity.                                                           | <input type="checkbox"/>            |
| 5 | Achievement or recognition in an area that reflects cultural diversity and inclusivity.                             | <input type="checkbox"/>            |
| 6 | Timeliness – an award being made at a time that is particularly appropriate for the recipient or the University.    | <input type="checkbox"/>            |

**It is expected that nominees will meet at least one of the desirable criteria.**

**B. RESTRICTIONS**

The following would not normally be considered for an award even though they met the criteria above:

1. Current members of the University’s staff or its Board of Directors or current students.
2. Serving politicians, including Ministers of the Crown, Members of Parliament or front-bench members of the House of Lords.
3. Former members of university staff and/or Board Directors within 24 months of having left their position.
4. Anyone, or any organisation, where an offer of an award at that time could be construed as seeking an unfair and inappropriate advantage for the University.
5. Anyone who may have been found guilty of a criminal offence, behaviour which results in censure by a regulatory or a professional body, or any other behaviour that may bring the university into disrepute.
6. Awards cannot be awarded posthumously.

**C. REASON FOR YOUR NOMINATION**

In no more than 100 words, please summarise the reason why you are nominating this individual for an Honorary Fellowship, with reference to the criteria in A.

*Please indicate any contact you have with the nominee, for example whether you have a professional or personal relationship, giving full details.*

**D. RELEVANT EXPERIENCE / CONTRIBUTION/ DISTINCTION**

Please provide an outline of relevant experience or contribution to the development of the University of Cumbria or earned distinction for activities of relevance to the university’s T2030 strategy. It is helpful to the Committee’s discussions if you include an up-to-date biographic summary of the nominee with evidence of innovative ideas and impact.

**Weblinks** (please include links to press articles, personal websites or similar)

**E. POTENTIAL FOR ONGOING INVOLVEMENT IN THE ACTIVITIES OF THE UNIVERSITY OF CUMBRIA**

Please outline how the nominee could become involved in university activities, for example, mentoring students, giving lectures, practical experience etc.

**F. HONORARY AWARDS PROCESS AND STRICT CONFIDENTIALITY**

All nominations will be considered by the Honorary Awards Committee at their next meeting. The Committee meets two times per year.

**Confidentiality** - The Committee’s business is conducted in strict confidence. The proposer of an honorary nomination should not, therefore, contact the nominee in advance of submitting a form. If the Committee considers the nominee to be worthy of the award of Honorary Fellow, a recommendation will go forward to the University Board. If the Board approves the award, the Vice Chancellor will write to the nominee inviting them to accept the award and title.

**Data Protection** - By completing this form you agree to the university holding and using the personal data that you provide. This information will be kept securely with the university’s Data Protection Policy and retained in line with our prescribed retention schedule for Honorary Awards Committee papers.

Signature of Proposer (can be electronic):	
Name and Signature of Member of University Staff (can be electronic)   if proposer is student.	
Date:	

Please note that forms which do not provide sufficient detail will be returned to the Proposer for additional information.

Please send the completed form to Julie Thompson, Executive Assistant, Vice Chancellor’s Office, Fusehill Street Campus, Carlisle or email to [julie.thompson@cumbria.ac.uk](mailto:julie.thompson@cumbria.ac.uk)

**Confirmation of receipt of Nomination Form and outcome**

When you have submitted your nomination form, you will be sent an acknowledgement of receipt. You will be kept updated regarding the outcome of your nomination following the next meeting of the Honorary Awards Committee and University Board.

Many thanks for taking the time to put forward this nomination.