

Ordinance **Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

Fellowships and Honorary Degrees Committee

Terms of Reference

1. Authority

The primary responsibility of the Fellowships and Honorary Degrees Committee is to make recommendations to the Council on nominations for the award of fellowships, honorary fellowships and honorary degrees.

2. Duties

2.1 To keep under review the following criteria governing the award of Fellowships, Honorary Fellowships and Honorary Degrees of the College, and to recommend changes as necessary to the College Council:

2.1.1 Nominations will only be accepted from individuals who are Members of the College (in the sense of Ordinance B2).

2.1.2 Honorary Degrees of King's College London shall be awarded in recognition of an individual's conspicuous merit as demonstrated by their outstanding distinction. The number of Honorary Degrees awarded by the College in any one calendar year shall not normally exceed ten.

2.1.3 The Fellowship of King's College London shall be awarded to those who are, or who have been, a member of staff, a member of the Council or a student of the College, in recognition of their exceptional achievement and/or service rendered to the College. The number of Fellowships awarded by the College in any one calendar year shall not normally exceed ten.

2.1.4 The Honorary Fellowship of King's College London shall be awarded to those who are not, and have not been, a member of staff, a member of Council, or a student of the College, in recognition of their exceptional achievement in fields outside academic life. The number of Honorary Fellowships awarded by the College in any one calendar year shall not normally exceed ten.

2.1.5 The awards of the Honorary Degree of King's College London and the Fellowship or Honorary Fellowship of King's College London are not mutually exclusive, although instances where both awards are made to the same individual are expected to be rare.

2.2 To canvass nominations from Members of the College for the award of Fellowships, Honorary Fellowships and Honorary Degrees of the College.

2.3 To consider nominations for the award of the Fellowship and Honorary Fellowship of the College, and to make recommendations to the Council of the College in accordance with Ordinance C3.

- 2.4 To consider nominations for the award of the Honorary Degree of the College and to make recommendations to the Council of the College in accordance with Ordinance C3.
- 2.5 To ensure that the arrangements for the canvassing of nominations, for the selection of nominees meeting the criteria for the award of Fellowships, Honorary Fellowships and Honorary Degrees of the College, and for the general conduct of the Committee's business, are efficient and fair.
- 2.6 To keep under review the arrangements for the conduct of the Committee's business and, as necessary, put before the Council of the College recommendations for change.
- 2.7 Any other business as may be referred to it by the Council of the College.

3. Composition

- 3.1 The Committee shall comprise:
 - 3.1.1 Chair of the Council (in the Chair)
 - 3.1.2 The Principal & President
 - 3.1.3 At least two other Independent Members of the Council
 - 3.1.4 At least two Fellows (including Honorary Fellows), who are not employees of the College
 - 3.1.5 At least two staff members of the College
- 3.2 All members of the Committee other than the Principal and the Chair of the Council are to be appointed by the Council on the recommendation of Governance & Nominations Committee. All Members (other than the Chair and Principal) shall normally serve a maximum of two consecutive three-year terms, with the possibility of extension for a further single three-year term (up to a maximum of nine years) in exceptional circumstances.
- 3.3 The College Secretary or his/her designate shall act as Secretary to the Estates Strategy Committee.

4. Frequency of meetings

- 4.1 The Committee shall meet as necessary and at least once per year.
- 4.2 The business of the Committee may be conducted by electronic voting or email in accordance with Ordinance B9.

5. Reporting Procedures

A report of each meeting of the Committee will be circulated to all members of College Council.