

## **Forfeiture of Honours and Awards Policy**

Honours are bestowed by organizations in order to draw attention both to the individual who has been determined as “worthy of honour”, and to the organization itself, whose members have frequently contributed to the success of the individuals being honoured. In CASEA, we honour selected members by providing awards that recognize distinguished service. We also honour outstanding achievements by doctoral and master’s students.

In almost all cases no issues arise in relation to the Honour and the persons we celebrate. On occasion, aspects of behavior, speech, or performance of our award recipients, in relation to professional expectations and obligations or to the reputation, purposes, or values of CASEA, become problematic. CASEA includes a diverse membership: leaders, researchers, teachers, policy makers, and students of leadership across all levels of education. In some cases, we are engaged with vulnerable populations, particularly children and students.

Honours and awards provided by CASEA may be removed in one or more of the following circumstances:

- the individual honoured has egregiously violated the professional codes of behavior present in their institutional affiliation;
- the individual honoured has been sentenced to a prison term for a criminal offense; or
- the individual honoured has been censured or struck off a list by a professional or regulatory body for an offense directly relevant to their honour (e.g., plagiarism when one has been honoured for publications).

Process:

1. The President of CASEA receives a written request to have the Honour reviewed for possible forfeiture. The letter must include relevant evidence of wrong doing. The President will then inform in writing, both the person making the request and the member who was named in the request, of the relevant policies and procedures that will be used to address the claim.
2. The CASEA President will convene a meeting of the Executive. The Executive will review the request and make a decision about whether to proceed. The CASEA President will notify in writing both the person making the request and the member who was named in the request regarding the decision not to proceed if the evidence is not deemed to be compelling.
3. If the CASEA Executive deems the evidence to be compelling, they will strike a Forfeiture Committee that consists of at least three non-executive members from three different institutions, and a member of CASEA Executive, who will act as the chair. Issues of conflict of interest will be considered in appointing these members. A conflict of interest guideline such as one currently used at a Canadian university for a Tenure and Promotion Committee will serve as the basis for determining Conflict of Interest.
4. The Forfeiture Committee will review the presented documentation, and will invite both the individual recommending forfeiture and the person whose honour is in question, to respond to the committee about the situation. The Forfeiture Committee will provide the

President of CASEA with their written recommendation and underlying rationale. The Executive of CASEA will vote on the forfeiture and make the decision by majority vote.

5. In the event of a decision to revoke an honour or award, the CASEA President will inform in writing the person whose Honour has been rescinded.

**Forfeiture of Honours and Awards Policy passed by motion of the Annual General Meeting, University of Regina, May 27, 2018.**