



**FOR RECOMMENDATION TO THE GOVERNING COUNCIL**

**TO:** Members of the Academic Board

**SPONSOR:** David Naylor, President

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**DATE:** April 22 for May 2, 2013

**AGENDA ITEM:** 2

**ITEM IDENTIFICATION:**

*Guidelines on the Role and Appointment of University Ambassadors*

**JURISDICTIONAL INFORMATION:**

The *University of Toronto Act, 1971* (Section 5 (3)) provides for degrees to be conferred by individuals designated by the Governing Council in the absence of the Chancellor and the President. Under this authority, the Governing Council has established the *Policy on Presiding Officers for Convocation* which assigns, under specific circumstances, the ceremonial responsibilities of the Chancellor and President to senior individuals in the University's central administration and in academic divisions, as well as to the Chair and Vice-Chair of the Governing Council. Consistent with this authority and in light of the stature and expectations of the proposed University Ambassadors, the Governing Council should approve the formal designation of the roles and the process by which individuals are appointed to serve the University in such a senior capacity.

**BACKGROUND:**

There are increasing demands on members of the University and a growing need to ensure an official University presence in a variety of external ceremonial settings. The proposed *Guidelines on the Role and Appointment of University Ambassadors* provides for the appointment of individuals to serve as "University Ambassadors" in particular circumstances and for deputizing such individuals to act on behalf of the Chancellor in presiding at Convocation from time to time.

**HIGHLIGHTS:**

It is recommended that a small corps of University Ambassadors be established by the President, from which the President could invite individuals to fulfill specific ceremonial responsibilities from time to time. The University Ambassadors would be drawn from the University's most dedicated and respected volunteers based on defined criteria, and they would be appointed by the Executive Committee of the Governing Council for a three-year term with the possibility of renewal for a maximum of six consecutive years.

*Proposed Guidelines on the Role and Appointment of University Ambassadors*

The Academic Board Subcommittee on Convocation Ceremonial Procedures (composed of the Chancellor, the President, the Chair of the Academic Board and the Secretary of the Governing Council) was consulted on the proposed *Guidelines* and unanimously supported the recommendation.

**RECOMMENDATION:**

Be It Recommended

THAT the proposed *Guidelines on the Role and Appointment of University Ambassadors* be approved, effective immediately.



## *Guidelines on the Role and Appointment of University Ambassadors*

### **Preamble**

There is a range of ceremonial events both within and outside of the University of Toronto that require senior institutional representation. Internally, the presence and participation of the Chancellor, the Chair of the Governing Council, the President, Vice-Presidents, and/or Principals and Deans may be required by policy or expected because of longstanding practice. In addition, there are also numerous ceremonies or other formal occasions outside of the University at which an official representative is needed. Such activities include, for example, the installation of another university's president or a formal alumni gathering hosted by the University elsewhere in the world. In light of increasing demands on members of the University and respecting the growing need to ensure an official University presence in a variety of external ceremonial settings, these *Guidelines* provide for the appointment of individuals to serve as "University Ambassadors" in particular circumstances and for deputizing such individuals to act on behalf of the Chancellor in presiding at Convocation from time to time. It also provides for deputizing others such as Chancellors and Presidents Emeriti.

On that latter point, the University is well served by its emeritus Chancellors, and Presidents and the many volunteer contributions they make. They are loyal and tireless champions of the University, who consistently advance the University's goals in a variety of ways. . These *Guidelines* reflect the University's intent to recognize formally and encourage their continued participation in ceremonial and other roles on behalf of the institution. Their contributions will complement those of the University Ambassadors who, in turn, will be drawn from among the University's most dedicated and respected volunteers.

### **Role of a University Ambassador**

As delegated by the President, a University Ambassador would be invited to represent the University of Toronto in a ceremonial or institutional role at events sponsored by the University of Toronto and in such events sponsored by other institutions.

A University Ambassador may be invited to preside at convocation in the absence of the Chancellor, pursuant to the *Policy on Presiding Officers for Convocation* and as delegated by the President.

### **Criteria for Appointment**

Following a call for nominations, the President will establish a small corps of University Ambassadors from which he/she may invite individuals to fulfill specific ceremonial activities from time to time.

University Ambassadors may be drawn from the University community based on the following criteria:

- demonstrated knowledge and understanding of the University of Toronto;
- recognition and respect within the University and its related communities;
- longstanding volunteer engagement with the University;
- an appreciation of and demonstrated success in ceremonial roles; and
- experience with and ability to execute responsibilities in the context of the diverse ceremonial etiquette and practices reflected in the University's student and alumni communities.

### **Appointment and Term**

University Ambassadors are appointed by the Executive Committee of the Governing Council, on the recommendation of the President with advice from the Chair of the Governing Council and the Executive Committee of the College of Electors. Ambassadors will be appointed for a term of three years with the possibility of one renewal for a maximum of six consecutive years. In exceptional circumstances, an individual may be appointed to serve for a third three-year term.