

Naming

- 1.0 Purpose
- 2.0 Scope
- 3.0 Policy Statement
- 4.0 Roles, responsibilities and delegations
- 5.0 Definitions
- 6.0 Information
- 7.0 Related policy documents and supporting documents

1.0 Purpose

This policy outlines the requirements for the naming of University buildings, Groups and Schools, elements of buildings (e.g. laboratories, lecture theatres), physical features, organisational units and programs, academic positions, awards and distinguished professorships either in recognition of a person, group or organisation and the requirements for the routine naming of buildings and physical features.

2.0 Scope

This policy applies to both routine naming and naming of physical and non-physical assets in recognition of a person, group, or organisation for:

- University buildings, Groups and Schools
- elements of buildings and other physical features
- organisational units and programs
- academic positions, awards, and distinguished professorships.

This policy is supported by the following procedures:

- Distinguished Professors Procedure
- Named Academic Positions and Named Student Awards Procedure
- Naming Buildings, Physical Features, Organisational Units and Programs Procedure.

3.0 Policy Statement

Naming proposed and approved under this policy must follow the below principles and:

- align with the values, strategies, priorities and policies of the University
- be consistent and transparent
- be sensitive to the history and character of the University and the diversity of its community
- be appropriate and not harm the reputation of the University or compromise the University's commitment to integrity, academic freedom and freedom of speech
- be commensurate with the level of service or benefaction to the University or contribution made to public life

- not benefit any current University officer
- undergo appropriate community consultation with advice from the Office for Indigenous, Diversity and Inclusion for naming using an Indigenous name or wording, or naming an Indigenous unit or program
- the style of recognition must be consistent with the University's identity and brand as specified in the Visual Identity Guidelines and approved by Marketing and Communications.

One or more University staff members may submit a confidential proposal to the Vice Chancellor for the naming of a building, physical feature, organisational unit or program, academic position, award, or distinguished professorship, provided it is supported by a member of the University Executive Group.

Prior to submission for proposals involving prominent University property, the proposer must ensure that the Vice President (Advancement) has been consulted in relation to the proposal.

The Vice President (Advancement) will conduct reputational checks for the naming request, review the request for compliance with this policy, and make recommendations to the Vice Chancellor relating to naming requests where the Vice Chancellor, Finance and Infrastructure Committee, or Council is the decision maker.

3.1 Naming of University Buildings and other Physical Features

In accordance with the University's commitment to fostering a sense of identity and recognition within the University and wider Queensland community, the naming of buildings and physical features is guided by the following assumptions.

3.1.1 Routine Naming

- Standard naming procedures are in place to simplify the naming of buildings and other physical features across the University campuses. This involves consistent criteria and considerations to ensure uniformity in the naming process.
- Routine naming must be concise and functional to describe the purpose and/or location of buildings and other physical features.
- All staff members of the University, or elements of the University, may submit suggestions for routine names of buildings or other physical features to the Director, Campus Life.

3.1.2 Naming to recognise a person, group or organisation

- Special acknowledgement may be given to a person, group or organisation for their significant contribution to the University through the naming of a building, element of a building, or other physical feature.
- The naming of a building, element of a building, or other physical feature stands as a lasting tribute to those who have made a profound impact on the University.
- A building, element of a building, or other physical feature will not normally be named after a person, group or organisation who is still actively associated with the University.
- If more than half of the capital cost of a building, element of a building, or other physical feature is met by a donation, with the agreement of the donor, the building, element of a building, or other physical feature may be named after a particular person, group or organisation.
- More commonly, elements of buildings such as laboratories and lecture theatres, rather than entire buildings, would be named to recognise distinguished service or contribution to the University.

3.2 Organisational Units and Programs

Organisational units and programs may be named in commemoration of a significant:

- contribution to the University
- contribution to public life
- benefaction to the University.

Except for proposals involving significant benefactions, the naming of an organisational unit or program will typically be considered only in honour of a person who has retired from public life or is deceased.

3.3 Academic Positions and Student Awards

The Vice Chancellor has the delegated authority to approve the designation of a new or existing named academic position at Level E or below, acknowledging a person, group or organisation for distinguished service or significant benefaction to the University.

The Vice Chancellor may also approve the naming of an academic group or a graduate school student award in recognition of a person, group or organisation for distinguished effort or substantial financial contribution to the University.

3.4 Professorial Chairs and Distinguished Professorships

The Vice Chancellor has the delegated authority to establish a Professorial Chair position at the Professor level, following consultation with the Chair of the Academic Committee. This position may be named after a person, group, or organisation under the following circumstances:

- When a person, group or organisation has demonstrated exceptional excellence in a discipline or research area, meriting recognition through the naming of a Professorial Chair.
- When a donor provides funding for the establishment of a Professorial Chair, allowing for the chair to be named in recognition of the person, group or organisation's significant contribution to the development of the University or the Queensland community.

The Vice Chancellor may also award a distinguished professorship either through invitation to eminent persons external to the University, or by acknowledging and rewarding University professors of outstanding merit.

3.5 Revoking and Repurposing Named Assets

The University may revoke or repurpose a named physical or non-physical asset under the circumstances outlined below:

- When the person, group or organisation associated with the named asset brings the University into public disrepute, contempt, scandal, or ridicule, or reflects unfavourably on Griffith University's reputation.
- When a material change in the function of a physical asset is necessary for optimal utilisation, and the repurposing align with any conditions attached to the original approval for the naming of the asset.

In the event of a revocation or repurposing of a physical or non-physical asset's naming, the University is committed to communicating with the relevant person, group or organisation, or their next of kin regarding the decision. Recipients also retain the right to withdraw the use of a name, if desired.

3.6 Review

This policy will be reviewed periodically to ensure its continued relevance and effectiveness in maintaining the integrity and reputation of the University.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
University Council	<p>Approves the naming of buildings, Groups and Schools in recognition of a person, group, or organisation.</p> <p>Approves withdrawing recognition if the name may have a negative impact on reputation.</p>
Finance and Infrastructure Committee	<p>Approves the naming of elements of buildings (e.g. laboratories, lecture theatres) or other physical features in recognition of a person, group, or organisation.</p>
People, Nominations and Remuneration Committee	<p>Approves the remuneration range for distinguished professorships.</p>
Vice Chancellor	<p>Approves the naming of organisational units and programs in recognition of a person, group, or organisation.</p> <p>Approves the routine names of buildings and physical features, where the name is descriptive of the function of the building or other physical feature, on the recommendation of the Director, Campus Life. Relevant reports are submitted to the Finance and Infrastructure Committee as appropriate.</p> <p>Determines and approves the naming of academic positions (Level E or below) and academic group or graduate school student awards in recognition of a person, group or organisation.</p> <p>Establishes a Professorial Chair position in consultation with the Chair, Academic Committee in recognition of a person, group or organisation.</p> <p>Awards distinguished professorships by invitation or promotion.</p> <p>Determines remuneration for distinguished professors within the range approved by the People, Nominations and Remuneration Committee.</p> <p>Considers instances when naming recognition should be withdrawn and makes recommendations to Council.</p>
Vice President (Advancement)	<p>Receives and makes recommendations to the Vice Chancellor relating to naming requests for prominent University property, where the Vice Chancellor, Finance and Infrastructure Committee, or University Council is the decision maker</p>

Director, Campus Life

Receives and makes recommendations to the Vice Chancellor on the routine names of buildings and physical features, following consultation with the relevant University element(s).

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Distinguished Professors are members of the University's academic staff appointed by invitation or promotion to the position in recognition of exceptional achievement and acknowledgement of potential for ongoing excellence and contribution to the University's strategy and academic profile.

Named academic positions include, but are not limited to, endowed and fixed term academic chairs, lectureships, fellowships and research positions at all levels.

Organisational unit refers to both academic organisational units such as Academic Groups, Schools, Departments, Centres or Institutes, and to operational units such as central administration and support units.

Program is an approved course of study leading to an award of the University (a higher education award). A student is admitted to a program, and on successful completion of all program requirements is awarded the degree to which the program relates.

6.0 Information

Title	Naming Policy
Document number	2024/0001005
Purpose	This policy outlines the requirements for the naming of University buildings, Groups and Schools, elements of buildings (e.g. laboratories, lecture theatres), physical features, organisational units and programs, academic positions, awards and distinguished professorships either in recognition of a person, group or organisation and the requirements for the routine naming of buildings and physical features.
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Approval date	26 February 2024

Effective date	26 February 2024
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Review date	2026
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Policy advisor	Head, Corporate Governance
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Approving authority	University Council
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7.0 Related Policy Documents and Supporting Documents

Legislation	<i>Griffith University Act 1998 (Qld)</i>
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Policy	Philanthropy and Fundraising Policy
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Procedures	Distinguished Professors Procedure Named Academic Positions and Named Student Awards Procedure Named Buildings, Physical Features, Organisational Units and Programs Procedure
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