

Naming of Buildings, Physical Features, Organisational Units and Programs Policy

Approving authority	University Council
Approval date	4 April 2016 (1/2016 meeting)
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Next scheduled review	2021
Document URL	http://policies.griffith.edu.au/pdf/Naming_of_Buildings,_Physical_Features,_Organisational_Units_and_Programs_Policy.pdf
TRIM document	2015/0000328
Description	This policy specifies the conventions for naming University buildings, physical features, organisational units and programs, including recognising benefactors of the University via the naming of buildings, physical features, organisational units or programs in their honour.

Related documents

[Placement of Memorials on Site Policy](#)

[\[Policy\]](#) [\[Buildings and Other Physical Features - Commemoration Guidelines\]](#) [\[Organisational Units – Commemoration Guidelines\]](#) [\[Procedures for Routine Names\]](#) [\[Commemoration Procedures\]](#)

1. POLICY

Names of buildings and other physical features are to be concise and descriptive of function and/or location.

In special circumstances, with the approval of Council on the recommendation of the Vice Chancellor and the Finance, Resources and Risk Committee, buildings, physical features, organisational units or programs may be named after significant individuals or corporations. Such naming would only be in recognition of particularly distinguished service to, or of a major benefaction to the University.

2. BUILDINGS AND OTHER PHYSICAL FEATURES - NAMING GUIDELINES

A building will not normally be named after a person who is still actively associated with the University.

If more than one half of the capital cost of a building or other physical feature is met by a donation, with the agreement of the donor, the building or feature may be named after a particular person or corporation.

More commonly, areas within buildings such as lecture theatres, rather than entire buildings would be named to honour distinguished service or contribution to the University.

The reputation of the person or corporation concerned should be carefully considered before a recommendation is made to name a facility after that person or corporation. The University reserves the right to reverse a decision on naming, should the name in question fall into disrepute, or for any other reason.

3. ORGANISATIONAL UNITS OR PROGRAMS – NAMING GUIDELINES

The following guidelines apply to the naming of organisational units or programs after an individual or corporation:

- organisational elements may be named to commemorate
 - significant contribution to the University; or
 - significant contribution to public life; or
 - significant benefaction to the University;
 - apart from proposals involving significant benefactions, consideration will normally only be given to the naming of organisational elements after persons who have retired from public life or are deceased;
 - wherever possible, the name of the organisational element will include the function of the element.
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4. PROCEDURES FOR ROUTINE NAMES

The Finance, Resources and Risk Committee has the delegated authority to approve routine naming of buildings or physical features where the name is descriptive of the function of the building or physical feature (eg. Clinical Sciences) and does not include the name of a person.

Routine names for buildings and physical features shall be recommended to the Finance, Resources and Risk Committee by the Director, Campus Life following consultation with the University element(s) concerned. All individuals within the University, or elements of the University, may submit suggestions for routine names of buildings or physical features to the Director, Campus Life.

5. COMMEMORATION PROCEDURES

Names to honour individuals or corporations shall be recommended to Council via Finance, Resources and Risk Committee on the confidential recommendation of the Vice Chancellor. All individuals within the University, or elements of the University, may make a confidential submission to the Vice Chancellor about the naming of a building, physical feature, organisational unit or program after an individual or corporation.
