<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Policy for Honouring Donors and Benefactors through Naming</th>
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<tr>
<td>Description of Policy</td>
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- **New Policy**: ✔
- **Revision**: ☐

<table>
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<tr>
<th>Date of Original Approval</th>
<th>13 May 2008</th>
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<td>Review Date</td>
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<tr>
<td>Approved By</td>
<td>Core Planning Group</td>
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<tr>
<td>Officer Responsible</td>
<td>National Director, University Relations and Foundation</td>
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<td>Contact Officer:</td>
<td>National Manager, Fundraising</td>
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Policy for Honouring Donors and Benefactors through Naming

The ‘naming’ of an activity or purpose at a university in honour of a person or organisation is a long-standing tradition that enables a university to publicly recognise and thank its servants and friends. It is important that the University has clear and coherent policies to honour those who have given it distinguished service or generous support.

SCOPE

1. This policy applies to any University activity or purpose, including prizes, scholarships and other awards, Chairs and other academic posts, events, property, buildings and other spaces.

CRITERIA FOR NAMING

2. The nominated purpose may be named in honour of a person or an organisation where:
   a) the person is of high academic standing and has made a distinguished contribution to their field of study; or
   b) the person has made a distinguished contribution to the Mission of the University; or
   c) the person has made a distinguished contribution in university governance, research, teaching, administration, University life or community engagement in the relevant Faculty, Centre, Institute or other area of the University; or
   d) the person is of high national or international distinction and has made an outstanding contribution in their field(s) of endeavour; or
   e) a substantial benefaction has been made by that person or organisation, or by an associated person or organisation.

3. In respect of Clause 2(e) above, "a substantial benefaction" is taken to mean:
   a) the gift to the University must at a minimum support the nominated activity or activities in full or, where authorised by the Vice-Chancellor, in substantial part; or
   b) where the nominated activity is funded on an annual basis, rather than by endowment, the full sum to fund the activity should be provided for a minimum period of three years, except in the case of staff positions, where the minimum period will be five years.

4. A ‘gift’ may be cash, negotiable financial instruments, real estate, art works or other cultural gifts, educational resources, equipment or in-kind materials, or other valuable consideration.

CONSISTENCY WITH MISSION

5. Notwithstanding (2) above, the person or organisation to be honoured must not be or have been engaged in, or associated with, activities which are inconsistent with the University’s Mission and values.

6. The University may withdraw the use of a name where it judges that subsequent events or information indicates that the use of that name would be inconsistent with its Mission and values.
7. The University will only accept gifts from sources that are deemed appropriate having regard to its objectives in its Mission Statement. These sources must not engage in, or have an association with illegal or immoral activities, or such other activities as the University may proscribe from time to time.

APPROVAL

8. Suggestions on possible names are encouraged and welcomed from staff and donors and the University will consult with donors on an appropriate naming.

9. No proposal, offer or invitation regarding naming may be made without prior consultation with and support of the Fundraising and Development Office to ensure consistency with University policy.

10. Approval for the naming of the following will be made by the Senate unless it has otherwise delegated some or all its powers:

   a) Buildings, facilities and spaces that comprise the external fabric of the University
   b) Chairs and professorships.

11. Approval for the naming of the following will rest with the Vice-Chancellor who may refer a specific proposal to the Senate at her/his discretion, but the Senate will be notified of all decisions:

   a) Facilities and spaces that comprise the internal fabric of the University
   b) Academic posts other than Chairs and professorships
   c) Scholarships, prizes and other awards
   d) Any other University purpose or activity not included in Clause 10(a) and (b) above.

FUNCTIONAL TERM

12. A named purpose may include a functional term where this would serve to clarify its purpose, e.g., Forbes Student Centre.