Naming of Buildings Procedure

Section 1 - Purpose / Objectives

(1) Nil

Section 2 - Scope / Application

(2) Nil

Section 3 - Definitions

(3) Nil

Section 4 - Policy/Regulation

(4) Naming of Buildings and Features Policy

Section 5 - Procedures

Common Names

(5) In general it is expected that all recommendations relating to the common names of buildings and features will be presented by the Executive Director, Facilities to the Corporate Sub-Group Committee for consideration. In the event that a recommendation is made other than through the Executive Director, Facilities', the Executive Director, Facilities will be asked to provide consultation comments on the recommendation.

(6) The Committee will consider the recommendations and the Chair of that Committee will advise the Vice-Chancellor of the Committee's endorsement, or otherwise, of the recommendation.

(7) After receiving advice from the Committee Chair, the Vice-Chancellor may approve common names for a faculty eg. The Quadrangle, Eastern Courtyard etc. Common names may be replaced at any time via the processes outlined in this policy.

Naming in Honour of Recognition

(8) Any recommendations to name a building or physical feature in honour or recognition of an individual, family or company must be approved by Council, having first been considered by the Chancellor's Committee.

(9) Nominations must be made through the Principal Officer responsible for the Development Office.

(10) The Development Office will consider all nominations and consult with the following:

a. All relevant organizational units within VU;

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b. The relevant relationship manager;
c. The Development Office

(11) Every effort should be made to ensure that the nomination remains confidential.

(12) In most cases the nominee for recognition for distinguished service to the University should not be informed of the nomination until it has formally been approved. Where the nomination is the result of a significant gift it is likely that discussions with the donor or sponsor will be necessary. In such circumstances it should always be made clear that the final decision regarding naming rests with the University Council.

(13) Where contact is necessary for other reasons (for instance where requested information is available only from the person concerned), the person proposing the nomination should use discretion appropriate to the circumstances.

(14) Once the nomination has been considered, the nomination should be referred to the Vice-Chancellor for presentation to the Chancellor's Committee for assessment.

(15) The Chancellor's Committee will make a confidential recommendation to Council regarding approval of the nomination. The recommendation to Council must be accompanied by comprehensive and detailed information in support of the recommendation.

(16) Upon acceptance of the recommendation by Council, the decision shall be confidential and provisional pending contact by the Vice-Chancellor or nominee to confirm acceptance of the naming honour.

(17) Subsequent to acceptance from the potential recipient, the Vice-Chancellor shall confirm, in writing, those to be honoured, or in the case that the person to be honoured is deceased, the family or representative of the person.

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