



Title:

Official Naming Procedure

Version	1.0
TRIM file number	08/65
Short description	Procedures for the naming of University facilities.
Relevant to	Senior Executive
Approved by	University Council
Responsible officer	University Secretary
Responsible office	Office of Corporate Affairs
Date introduced	21 February 2008
Date(s) modified	
Next scheduled review date	20 February 2011
Related University documents	Governance (Honorary Awards) Rule 2008 Official Naming Policy
Related legislation	<i>Charles Sturt University Act 1989</i>
Key words	policy, naming, buildings, facilities, building, street, path, area, garden, wetland, water course, collection, hall, parking area, field, pasture, house, residence, athletic facility, honours, donors, sponsorship, commercial,

1. **PURPOSE**

This aim of this Procedure is to standardise the process for making recommendations for the naming of University facilities.

2. **SCOPE**

This procedure applies to the naming of all University facilities under the Facilities Naming Policy.

3. **PROCEDURE**

3.1 A recommendation for the naming of a facility may be made by:

- (a) the Chancellor,
- (b) the Vice-Chancellor,
- (c) a Deputy Vice-Chancellor,
- (d) a Dean,
- (e) the University Secretary,
- (f) the Chief Executive Officer, Charles Sturt Foundation Limited.

3.2 All nominations for naming of a facility will be submitted in writing to the Vice-Chancellor (unless recommended by the Vice-Chancellor) and will include the following information:

- (a) full name of nominee,
- (b) contact information,
- (c) date of birth and, if applicable, date of death,
- (d) relevant history or experience of nominee including significant honours, resume of nominee,
- (e) the reasons for the conferral of the honour by reference to the Facilities Naming Policy,
- (f) an assessment by the Division of Facilities Management on the cost of construction and any associated management issues,
- (f) financial summary of how a sponsorship meets criteria of Appendix A of the Facilities Naming Policy (where relevant).

3.3 The Vice-Chancellor will review the nomination and determine whether to forward the recommendation to the Corporate Governance and Nominations Committee.

3.4 Where Council approval is required under the Policy, the Committee will forward its recommendation to the Council.

3.5 Recommendations must identify the area of the University that will provide funding to implement the naming if approved.

Table of amendments

Version number	Date	Short description of amendment