

Monash University Procedure

Procedure Title	Physical Entity Naming – Honorific Naming Procedures
Parent Policy	Physical Entity Naming Policy
Date Effective	
Review Date	
Procedure Owner	
Category	Operational
Version Number	1.0
Content Enquiries	Advancement Policies
Scope	
Purpose	The honorific naming of physical entities recognizes exceptional contributions, whether philanthropic or in the form of meritorious service, that honour Monash University's heritage and legacy. Such recognition will be given to persons who have made an outstanding contribution to the achievement of the University's mission, to scholarship or professional practice in one or more disciplines or professions of interest to the University, to the advancement of society in Australia or overseas or to the life and objectives of the University. Honorific namings must be compatible with the vision, mission and values of the University.
PROCEDURE STATEMENT	

1. Criteria

- 1.1. The individual being proposed for an honorific naming shall have achieved distinction in one or more of the following ways:
- a) While serving the University in an academic capacity, the individual has demonstrated high scholarly distinction and earned a national or international reputation;
 - b) While serving the University in an important administrative capacity, the individual has rendered distinguished service which warrants recognition of the individual's exceptional contributions to advancement of the University;
 - c) The individual has contributed in truly exceptional ways to the advancement of the institution or achieved such unique distinction as to warrant recognition.
- 1.2. The individual being proposed for an honorific naming should exhibit at least the following attributes:
- a) the highest standards of personal integrity
 - b) honourable public service
 - c) significant positive contributions to the University, the state, country and/or society
 - d) be known to the University community

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2. Procedures

These procedures outline the steps that must be followed in the honorific naming of physical entities.

Any proposal to name a building, part of a building or any part of the University shall be made in a formal submission to the Executive Director, External Relations, Development and Alumni (ERDA).

2.1. An honorific naming proposal must include :

- i. a letter of request for naming from a Dean or Divisional Director, indicating Faculty/Division support for the proposed honorific naming;
- ii. Supplementary comprehensive support material about the individual to be honoured with the naming of the physical entity such as biographical information about the honouree, which should include details of their education and service to the community and substantiate the worthiness of the person to be thus honoured.

2.2. If a proposal involves the naming of a structure or facility after a University staff member, it should usually not be considered until after that person's relationship with the University has ended.

3. Approval

The Executive Director, External Relations, Development and Alumni (ERDA) is responsible for assessing proposals. Proposals which are judged to have campus-wide implications may be brought forward to key stakeholder groups for confidential consultation.

The University shall reserve the right to cancel an honour name at any time at its discretion.

4. Communication

- a) The Executive Director, External Relations, Development and Alumni (ERDA) will advise relevant academic/administrative units and consult with the Chief Operating Officer and Senior Vice-President.
- b) The Executive Director, External Relations, Development and Alumni (ERDA) will liaise with necessary parties such as Facilities and Services and the Office of Marketing and Communications in relation to any naming, renaming or revocation of naming.
- c) The Facilities and Services Division will be responsible for managing all signage and identification requirements associated with approved naming, including regular maintenance.

5. Revocation of Naming:

- a) Naming shall enhance both the University's and the honouree's reputation. If a naming is deemed no longer to be in the best interest of the University or the honouree, it is possible that the naming may be revoked by the University, the honouree and/or the honouree's family.
- b) Should a building be demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new name may be considered. Where possible, the Executive Director, External Relations, Development and Alumni (ERDA) will contact a family member and/or the appropriate contact person for the former namesake to inform them of the decision to demolish, replace or change usage of the facility. It may be appropriate to place a plaque in, or on, a new building to indicate that it occupies the site of a

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building formerly known by another name. It may also be appropriate to name part of the new building after the person, organisation, corporation or foundation for which the former building was named. Requests of this nature should be directed to the Executive Director, External Relations, Development and Alumni (ERDA).

- c) The revocation of a naming must be approved by the Executive Director, External Relations, Development and Alumni (ERDA).
- d) When it is requested that a named physical entity within a building be relocated within the same building or to a different building and the new facility or room will serve the same original purpose, the Executive Director, External Relations, Development and Alumni (ERDA) may approve a request that the honorific naming follow the physical entity.

Responsibility for implementation	Executive Director, External Relations, Development and Alumni (ERDA) Chief Operating Officer and Senior Vice-President
Status	
Approval Body	Name: Date: Author:
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	