|  |  |
| --- | --- |
|  | **NAMING REQUEST FORM**As per **8.15.01 Naming** |

**Submit this form and all supporting documentation to:**
Office of the Vice-President (Advancement and Community Engagement) via email vpace@uq.edu.au

|  |  |
| --- | --- |
| Date of request:  |       |
|   |  |
| Name of nominator:  |       |
|   |  |
| Unit:  |       |
|   |  |
| Current name and purpose of asset (if any):  |       |
|   |  |
| Proposed name and purpose of asset:  |       |
|   |  |
| Location on campus:  |       |
|   |  |
| Period of naming: |       |
|  |  |
|  |  |
| Rationale for proposed name:  |       |

|  |
| --- |
| **CHECKLISTS** |
| **NAMING IN RECOGNITION OF SERVICE** |
| Has the individual being proposed for honour naming achieved distinction in or more of the following ways?[ ]  While serving the University in an academic capacity, the individual has demonstrated high scholarly distinction and earned a national or international reputation[ ]  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 the University[ ]  The individual has contributed in truly exceptional ways to the advancement of the institution or achieved such unique distinction as to warrant recognition[ ]  The individual has contributed in truly exceptional ways to civil society or achieved such unique distinction as to warrant recognition |
| Please provide details:       |
| Does the individual being proposed for naming also exhibit one or more of the following attributes?[ ]  The highest standards of personal integrity[ ]  Honourable public service[ ]  Significant positive contributions to the University, the state, country and/or society[ ]  Highly regarded by the University community |
| Please provide details:       |
|  |
| **NAMING IN RECOGNITION OF PHILANTHROPIC GENEROSITY** |
| Have the criteria for philanthropic naming, as specified in the Naming Policy (8.15.01), been met?  |
| Please provide details:       |
|  |
| **RISK ASSESSMENT AND REPUTATIONAL CHECK** |
| **RISK ASSESSMENT – SLF (formerly USLG) MEMBER OR EQUIVALENT**Do you envisage any potential reputational issues with the proposed naming? [ ]  Yes [ ]  No  |
| Please provide details:       |
| Are there any additional internal or external parties who should be notified or consulted regarding the proposed naming? [ ]  Yes [ ]  No  |
| Please provide details:       |
| **VP-ACE REPUTATIONAL CHECK:**[ ]  Raiser’s Edge search[ ]  World Check One search[ ]  Internet search |
| Assessment and notes:       |

**APPROVALS**

|  |  |  |
| --- | --- | --- |
|  | **AUTHORISATION** | **DATE/COMMENTS** |
| **SLF (formerly USLG) member or equivalent** – submission |  |       |
| **VP (Advancement and Community Engagement)** – endorsement |  |       |
| **University Senior Executive Team** – endorsement |  |       |
| **Vice-Chancellor** – approval |  |       |
| **Senate (if required)** – approval (if required) |  |       |
| **Final approved name** |  |