Naming Procedure

Section 1 - Purpose and Scope

(1) This Procedure guides The University of Queensland (UQ or the University) in bestowing, revoking or amending naming of infrastructure, positions, scholarships and programs through the bestowal of an honour name in recognition of highly distinguished service, sponsored research, or significant philanthropic contribution.

(2) The types of physical and non-physical assets that may be named are listed in the Naming Policy.

(3) Individuals may also be recognised for distinguished service in accordance with the provisions of the Honorary Awards Policy.

Section 2 - Key Controls

(4) Naming proposals will be managed in accordance with the Naming Policy, and supporting Naming Local Standard Operating Procedure (Naming LSOP) available via email to vpace@uq.edu.au, to ensure rigour and consistency in decision-making and implementation.

Section 3 - Process and Key Requirements

For Philanthropic Naming:

(5) Advancement and Community Engagement (ACE) explore naming opportunities / requests in collaboration with campus partners and donors, and with reference to the Naming LSOP (available via email to vpace@uq.edu.au). Where this relates to a physical asset, ACE may also opt to develop a Naming Opportunities Plan.

(6) ACE conducts due diligence. ACE will also conduct a second due diligence check in instances where 12 months passes between gift acceptance and implementation.

(7) ACE facilitates execution of Gift Agreement and Addendum (Philanthropic Naming Request), in accordance with the Philanthropy and Fundraising Policy.

For Honour Naming:

(8) Nominator explores naming / recognition opportunities and completes Honour Naming Request Form and submits to ACE. Honour naming requests must be treated with confidentiality, and an honouree must not be advised of or consulted prior to final approval and formal notification.

(9) ACE conducts due diligence.

(10) ACE facilitates review and endorsement of relevant approvers in accordance with the Naming Policy.

For Sponsored Research Naming:

(11) Research Partnerships explores naming opportunities within potential research partnership, with reference to the

Naming LSOP (available via email to vpace@uq.edu.au).

(12) Research Office undertakes due diligence.

(13) Research Office facilitates execution of Research Contract and Addendum (Sponsored Research Naming Request), in accordance with the Research Centres and Research Networks Policy and Naming Policy.

For All Naming Requests

(14) Following the steps outlined above:

a. ACE reviews request for compliance with Naming Policy.
b. ACE submits request to University Senior Executive Team (USET), Vice-Chancellor, Senate Governance Committee, and/or Senate for approval in accordance with the Naming Policy.
c. Following all necessary approvals, ACE notifies requester.

(15) For naming relating to physical assets, ACE will notify the Chief Property Officer to coordinate installation in accordance with corporate identity guidelines, and support as appropriate.

(16) For Philanthropic naming, the VP-ACE may consider inclusion in the UQ Philanthropy Trail. The VP-ACE and ACE staff will also communicate parameters of any applicable Naming Opportunities Plan to relevant campus partners.

Section 4 - Roles, Responsibilities and Accountabilities

(17) Senate, Senate Governance Committee, Vice-Chancellor, University Senior Executive Team, Vice-President (Advancement and Community Engagement) and Deputy Vice-Chancellor (Research and Innovation) are responsible for making recommendations, reviewing, endorsing and approving naming requests as outlined in the Naming Policy.

Section 5 - Monitoring, Review and Assurance

(18) The Vice-President (Advancement and Community Engagement) is responsible for the ongoing implementation and review of the Naming Policy and associated Procedure, LSOP and forms.

Section 6 - Recording and Reporting

(19) The Vice-President (Advancement and Community Engagement) will ensure all decisions arising from the implementation of the Naming Policy and this Procedure are recorded in a central Naming Register.

Section 7 - Transitional Arrangements

(20) All new instances of naming from the date of publication of the Naming Policy (as at 26 October 2023) must be consistent with this version of the Policy. The following transitional arrangements are to be followed for named academic positions funded from current sponsored research contracts:

a. Where the sponsored contract research contract stipulates a naming convention for an academic position not consistent with clause 14(c) of the Naming Policy, that naming may remain in place for duration of that contract. Any subsequent renewal of the contract must be consistent with this version of the Policy.

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b. Where the sponsored contract research contract is silent on the naming convention to be used for an academic position, the naming of the academic position should transition to be consistent with clause 14(c) of the Naming Policy.

Status and Details

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Enquiries Contact	Advancement and Community Engagement

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