

## NAMING OF BUILDINGS, ROOMS AND FACILITIES POLICY

<b>Approved by:</b> Chairs' Committee	<b>Effective date:</b> 9 November 2022	<b>Next review:</b> 30 November 2027
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### Policy Statement

The naming of University buildings, rooms and facilities is in the University's gift and is entirely at its discretion. The University wishes to give particular consideration to nominations that enhance the University's reputation by promoting diversity.

The Chairs' Committee has delegated authority from the Governing Body to act as the Nominations Committee regarding naming University buildings, rooms and facilities.

### Who needs to know about the Policy?

- Governing Body
- Vice-Chancellor and Members of the Senior Management Team
- Governance and Legal Services
- University Staff and Students

### Purpose of the Policy

The Policy sets out the approach adopted by the University to the nomination and approval process for naming University buildings, rooms and facilities.

Naming or renaming a building, room or facility requires careful consideration. There is a need to guard against naming based on a strong sentiment that may change over time. In particular, the naming of buildings, rooms and facilities can affect the University's reputation, especially if a person's reputation suffers a detriment that could reflect adversely upon the University.

The Policy sets out the process for making nominations and approving nominations.

### Contacts

Governance and Legal Services is responsible for the following:

- Administering the Policy
- Providing advice and assistance

The team can be contacted by emailing: [gl@canterbury.ac.uk](mailto:gl@canterbury.ac.uk)

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## NAMING OF BUILDINGS, ROOMS AND FACILITIES POLICY

### NAMING OF BUILDINGS, ROOMS AND FACILITIES POLICY

#### 1. INTRODUCTION

Naming or renaming a building, room or facility requires careful consideration. There is a need to guard against naming based on a strong sentiment that may change over time. In particular, the naming of buildings, rooms and facilities can affect the University's reputation, especially if a person's reputation suffers a detriment that could reflect adversely upon the University.

There are practical considerations arising from a renaming process, including the costs of signage and literature and potential confusion for students, staff and visitors. Consequently, this policy applies when the University builds or acquires a new building or facility.

Existing names remain in place until there is

- (a) a disposal of a building or facility; or
- (b) a major refurbishment of a building or facility that provides an opportunity for renaming.

Where there is a valid reason, the University may cease to use a particular name for a building or facility at any time, subject to any contractual obligations relating to the naming. In such circumstances, the renaming of the building or facility shall follow this policy.

The University may name parts of a building or facility as part of this policy.

#### 2. PRINCIPLES FOR THE NAMING OF BUILDINGS, ROOMS AND FACILITIES

Building, room and facility names should enhance the reputation of the University and reflect its mission and values.

The University will give particular consideration to nominations that enhance the University's reputation by promoting diversity.

The Vice-Chancellor has the authority to open nominations for naming a building, room or facility.

The principles for naming a building and the source for the nominations are summarised in the following table.

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Principles for Naming	Source of Nomination
Naming Reflecting the Church of England Foundation of the University	Vice-Chancellor
Naming Commemorating a Person Unconnected with University	Open Nomination
Naming Recognising Honorary Fellows and Former Members of Staff and Students	Open Nomination
Naming Recognising a Significant Donation	Vice-Chancellor
Naming in Accordance with a Commercial Contract or Agreement	Senior Management Team Member
Naming Providing Continuity when the University Acquires a New Building or Facility	Vice-Chancellor
Naming Reflecting the Functional Use of a Building or Facility	Open Nomination
Naming as an Association with the Historical County of Kent	Open Nomination

### (i) Naming Reflecting the Church of England Foundation of the University

As a Church of England Foundation, the University recognises the connection in naming buildings after Archbishops of Canterbury. It has been a long-standing practice. It is to continue in that the University may name buildings after an Archbishop of Canterbury, normally one who is a present or former Chancellor of the University.

The Vice-Chancellor makes the nomination to the Chairs' Committee.

The University intends to promote greater diversity. Therefore, naming buildings after Archbishops of Canterbury forms only part of the naming process. Any nomination process shall consider this policy as a whole.

### (ii) Naming Commemorating a Person Unconnected with University

The University wishes to recognise individuals who have achieved national or international recognition.

Such naming is subject to open nomination.

#### Criteria

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The nominated individual is to have received national or international recognition for outstanding achievement and distinction of an academic, professional or public nature, including promoting human rights.

The individual would receive this special recognition in a field or activity in keeping with the values and mission of the University.

The University particularly welcomes nominations to enhance the University's reputation by promoting diversity.

### (iii) Naming Recognising Honorary Fellows and Former Members of Staff and Students

The University shall not name any building or facility after any currently serving member of staff, Governor or student.

The University accepts nominations for the recognition of former members of staff and students, together with Honorary Fellows. Such naming will normally be for facilities such as lecture theatres and teaching or meeting rooms. Exceptionally, the nomination may be for a building.

Such naming is subject to open nomination.

#### Criteria

To qualify for a nomination, the nominee must

- (a) have undertaken exceptional service associated with major change within the University; or
- (b) demonstrate academic, professional, cultural, sporting or personal achievement of the highest excellence within or outside the University.

In either case, the individual needs to be worthy of special recognition for activity in keeping with the values and mission of the University.

### (iv) Naming Recognising a Significant Donation

Where there is a major philanthropic donation, the University may name a building, room or facility in honour of the donor, which may be either an individual or an organisation.

The Vice-Chancellor makes the nomination to the Chairs' Committee.

No commitment for naming may be made at any time during the negotiation process. In discussions with any potential donor, it must be made clear at all times the naming of a building, room or facility:

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- (a) follows the University's nomination process and is subject to due diligence by the University;  
and
- (b) is at the discretion of the University, and the decision is taken in accordance with this policy.

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### Criteria

To qualify for a nomination, the nominee must make a donation contributing at least 40% of

- (a) a fundraising appeal target; or
- (b) the construction cost of the building or the facility.

As part of the due diligence, the University will establish to its satisfaction that the conduct of:

- (a) an individual in both private and public life; or
- (b) an organisation in its corporate undertakings

is entirely consistent with the values and mission of the University.

### (v) Naming in Accordance with a Commercial Contract or Agreement

There are circumstances where a commercial contract or agreement requires the particular naming of a building, room or facility.

A member of the University's Senior Management Team makes the nomination.

In these circumstances, there is a need for undertaking thorough due diligence before reaching an agreement. ~~Such~~ However, such an agreement should only be undertaken if the naming is consistent with the University's values and mission ~~of the University~~.

### (vi) Naming Providing Continuity when the University Acquires a New Building or Facility

There are circumstances where it is appropriate that the University preserves the original name on acquiring a new building or facility. It may be because the name is well known and has an association with the building or facility. In the circumstances, the University may retain the existing name.

The Vice-Chancellor makes the nomination.

### (vii) Naming Reflecting the Functional Use of a Building, Room or Facility

A building should not be named after a specific discipline or academic activity. Changes in the function of the building take place as part of the management of the University.

There are circumstances where the functional use of the building or facility suggests the naming reflects that activity. For example, it would apply where the circumstances are such that the naming of the



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building or facility would enable students, staff and visitors to associate the naming readily with the activity. An example is the naming of the University Sports Centre.

Such naming is subject to open nomination.

### (viii) Naming as an Association with the Historical County of Kent

There are occasions when the University may name a building or facility after a geographical location within the historical County of Kent.

Such naming is subject to open nomination.

Any nomination needs to

- (a) make clear the nature of the association with the University; and
- (b) explain the reasoning for the naming.

## 3. WHO CAN MAKE A NOMINATION

In the event the naming of a building, room or facility is open to nomination, any member of staff, student, Governor, alumni or former staff member or Governor may make a proposal.

Governance and Legal Services will give notice that a building or facility is open to nomination and invite submissions to be made by a specified date.

All nominations are to be submitted to Governance and Legal Services on the Nomination Form. The nomination is to

- (a) make clear the basis on which the nomination is made;
- (b) demonstrate that the criteria have been met; and
- (c) outline the due diligence undertaken by the nominator

Proposers shall provide pertinent biographical details and/or other relevant information as part of the nomination process.

## 4. CONSIDERATION OF NOMINATIONS

~~The Office of Vice-Chancellor~~ Governance and Legal Services will produce a schedule of nominations received by the due date.

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The production of a schedule will occur both when the nomination is open and when the nomination is the responsibility of the Vice-Chancellor or a Senior Management Team member.

Governance and Legal Services, in conjunction with the Office of Vice-Chancellor, will arrange for an appropriate due diligence exercise regarding the appropriateness of the nominations received.

Following consultation with the Senior Management Team, the Vice-Chancellor will present a recommendation to the Chairs' Committee.

The Chairs' Committee has delegated authority from the University's Governing Body to approve the Vice-Chancellor's recommendations and to make a report to the Governing Body.

The Chairs' Committee is to ensure balance, equality, diversity and inclusion in considering the Vice-Chancellor's recommendations.

### 5. PUBLICATION OF INFORMATION RELATING TO THE NAMING OF BUILDINGS, ROOMS AND FACILITIES

The University will publish by appropriate means information on the naming of buildings, rooms and facilities. It enables students, staff and visitors to understand the reason for naming a building, room or facility.

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