

# Official Naming Procedure

This document has been replaced by the [Protocols Policy](#) and [Protocols Procedure - Naming Facilities and Memorials](#)

## Section 1 - Purpose

(1) The aim of this procedure is to standardise the process for making recommendations for the naming of Charles Sturt University facilities.

### Scope

(2) This Procedure applies to the naming of all facilities of the University under the [Official Naming Policy](#).

## Section 2 - Glossary

(3) Nil.

## Section 3 - Policy

(4) Refer to the [Official Naming Policy](#).

## Section 4 - Procedures

(5) 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. an Executive Dean, and
- e. the University Secretary.

(6) 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 [Official Naming Policy](#);
- f. an assessment by the Division of Facilities Management on the cost of construction and any associated management issues; and

g. a financial summary of how a sponsorship meets criteria of Part I of the [Official Naming Policy](#) (where relevant).

(7) The Vice-Chancellor will review the nomination and determine whether to forward the recommendation to the Nomination and Remuneration Committee.

(8) Where Council approval is required under the Policy, the Nomination and Remuneration Committee will forward its recommendation to the Council.

## **Section 5 - Guidelines**

(9) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd May 2014
<b>Review Date</b>	31st May 2018
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	22nd April 2014
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Natalie Nixon University Secretary
<b>Author</b>	Mark Burdack University Secretary
<b>Enquiries Contact</b>	Office of Governance and Corporate Affairs +61 2 63384207