



**Code:** QA206  
**Title:** Naming of University Buildings and Spaces  
**Date:** 18.v.2021

## 1. Background

Requests are made from time to time to name University buildings and spaces in honour of individuals who have rendered outstanding service to the University or to the wider community, in Ireland and internationally. We also welcome the opportunity to recognize those philanthropic benefactors who have supported the advancement of the University and its mission to enhance knowledge.

This policy will regulate the process within the University for naming buildings and spaces in honour of such individuals.

## 2. Purpose of the policy

- to provide a framework for the recognition of those that have given notable service to the community or to the advancement of knowledge or philanthropic benefaction to the University, or whom it is proposed to commemorate;
- to ensure that such nominations align with the University's heritage and traditions;
- to support the University's engagement with alumni and friends;
- to ensure the appropriate utilisation of naming opportunities;
- to provide a clear and consistent administrative process for the naming of assets;
- to provide a context for discussions with external persons and organisations seeking the naming of a University asset.

## 3. Definitions

- 'Assets' shall include any place, building, space or physical entity, being the property of the University;
- The 'Name' of any asset of the University shall be the form of identifying title applied to it (or being considered) by the University, subject to this protocol;
- 'Naming' shall include the application, retention, deletion, revocation or change of any name or part of a name of / to any asset of the University;
- 'Proposal to name' is any circumstance of request or enquiry, formal or informal, regarding the naming of an asset of the University;
- 'the University' shall include all the historic and future identities of NUI Galway, its component parts (whatever their function), and subordinate organisations;
- 'Unit' shall include all academic, research, commercial and administrative elements of the University, however described, titled or organised.

#### **4. General Principles**

The University shall regulate the naming of assets, whether existing or proposed, by means of this protocol.

- A naming shall enhance the University's ability to achieve our mission and priorities while preserving the University's integrity and our academic freedom.
- A naming to honour an individual person must *advance* the University's values, mission, priorities and policies. The individual honoured should embody achievements or virtues that the University hopes its students would seek to emulate.
- A naming may be bestowed in honour of an individual person, living or deceased, in recognition of their dedication or meritorious service to the University, to scholarship or to society, or in response to philanthropic benefaction.
- The University in naming decisions must take into account the University's commitment to be diverse and inclusive.
- Individuals or organisations after which University assets are proposed to be named must be of such a reputation and standing that an association with that individual or organisation would not reasonably compromise the University's reputation, mission, priorities, values, guiding principles, autonomy, integrity or legal compliance.
- Decisions under this policy are independent of appointment, admission, curriculum and other academic and business decisions.
- Naming decisions should, overall, seek to reflect the University's desire to enhance equality, diversity and inclusion.

#### **5. Operation of the Policy**

The Policy shall be implemented under the auspices of the University Naming Committee (UNC), membership of which shall be as follows:

Deputy President and Registrar (Chair and policy owner)  
Vice-President Engagement  
Vice-President Equality, Diversity and Inclusion  
Chief Operations Officer  
Secretary for Governance and Academic Affairs  
Bursar  
Chair of the Finance and Resource Committee  
Chair of the Standing and Strategic Planning Committee  
Chair of the Equality, Diversity and Inclusion Committee

The Secretariat of the Committee shall be in the Office of the Deputy President and Registrar.

#### **6. Records**

The UNC shall compile and maintain a list of assets that are suitable for naming, and shall maintain such records as are appropriate to:

- Record the naming decisions taken, and the basis of those decisions;

- Maintain an up-to-date version of the Protocol;
- Record the changes to the Protocol;

The UNC may develop procedures and guidance notes to assist decision-making in the assessment of proposals and to effectively brief new members or temporary members of the UNC.

## **7. Procedures for Naming**

Assessment of a naming proposal shall particularly consider the long-term appropriateness of a name. No name shall be approved that will imply the University's endorsement of a political or ideological position or specific commercial product.

- A proposal to name any asset of the University may be made by any member or unit of the University, any member of the wider University community, or by any external person or organisation through discussions with the University.
- Each naming shall attempt to achieve a close match between the perceived value of the asset and the perceived importance or impact of the name proposed.
- The University shall define the duration of a naming as it deems appropriate.
  - In general a philanthropic naming will be in perpetuity.
  - In the case of a corporate or foundation philanthropic gift, a naming will be for a period of ten years, unless otherwise specified.
- No Unit of the University shall have absolute rights or veto over the use of any asset as a result of any name applied to that asset.
- The University shall not be obliged to name any particular asset.
- Once received by any person or unit of the University, the proposal in writing shall be notified to the Secretary of the Working Group and all proposals shall be dealt with as soon as is practical, subject to the need to give each proposal an appropriate level of consideration.
- When the Working Group has considered a proposal, it shall make a recommendation to University Management Team (UMT). If UMT considers it appropriate and/or necessary it will seek advice from the University's Finance and Resources Committee.
- The UMT shall direct whether the proposal is accepted, rejected or the submission returned to the Working Group for further consideration.
- The President shall notify Governing Body of such naming decisions.
- An approved name shall become the official name of that asset for all University purposes, from a date nominated by the President.
- The Working Group on naming shall produce an annual report to UMT. The University Naming Committee will undertake a formal review of all asset naming decisions every 3 years.

## **8. Renaming University Assets**

A naming will normally be for the useful life of an asset. No commitment to a naming shall extend beyond the life or existence of the asset named. If an asset must be replaced or substantially altered in its form, nature or use, the University reserves the right to rename the asset. The University may retain the use of the name, name another comparable asset, or discontinue the use of the name.

Without limiting the generality of the above, if a named asset is supported by an endowment and the endowment income is no longer sufficient to support the asset, the University is not obliged to support the asset out of its funds and may replace, alter, dispose of or discontinue the asset.

Where a naming is for a limited period of time, the University reserves the right to rename the asset on the expiration of that time, or to ask the donor for renewed support.

Any renaming of a University asset shall adhere to the principles of naming as outlined in this policy and its associated procedures.

### **9. Revocation of the Naming of University Assets**

The University reserves the right to revoke a naming decision if it constitutes a significant and/or continuing impairment to the University's reputation or if the agreed-upon philanthropic contributions are significantly reduced. Any such decision shall be made by the UMT on the recommendation of the UNC.

### **10. Operational use of Names**

The UNC shall oversee the use of asset names by all Units of the University, and by associated bodies including contracted service providers, to ensure the accuracy of same.

### **11. Signage**

Buildings & Estates Office shall be responsible for managing the commissioning, production and installation of signage of any kind, in accordance with University policy and normal procedures.

### **12. Communications & Events**

The University reserves the right to decide on the timing, nature and extent of any communications regarding the naming of an asset, and of any event or other activity, public or private, marking the naming of an asset. Communication to University staff and students should be a priority in advance of any public communication. Any such communications or event shall be organised by the University in accordance with normal procedures and the standards and practices set by the relevant units.

The University shall not be obliged to mark the naming of any asset by any such communication or event.

*Approved by UMT, 18.v.2021.*