

Protocol for naming of buildings

UPR ET04 version 02.0

Policies superseded by this document

This document replaces version 01.0 of UPR ET04, with effect from 01 September 2024.

Summary of significant changes to the previous version

This document has been amended to reflect updated information and terminology.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Principles

1.1 Proposals relating to the naming of a University building or part of a University building or University space or road – both existing and new – will be considered in light of appropriate ethical standards. Such standards for the sector are set out in the CASE ‘Code of Ethics’.

1.2 Buildings should only be named after an individual:

- i as a result of a financial donation which covers a very sizeable portion of the cost of a new building, or
- ii where the personal contribution or national/international standing of the individual concerned is so great that the naming of a building in their honour will add greatly to the standing and reputation of the University; or
- iii where the individual concerned is connected with the University and can be seen as an exemplar of one of the University’s values.

1.3 In the majority of cases, the following naming protocol should be followed:

Name/Function/Type eg. Carey Law Court Building

By giving each building/space/road both a name and a function, it will improve wayfinding for both staff and students.

2 Process for naming a new building, space or road

- 2.1 University planning process includes the development of the University Estate Strategy, reviewed periodically. Future Estate Strategies will include a naming section, to provide a framework for the future naming of buildings, this will feed into individual new build project Boards.
- 2.2 New Build Project Boards will reference the Estate strategy in relation to building naming, and proposals for the name project should be agreed by the project board, following consultation with representatives from Estates, Marketing and Communications and the School or SBU who will be the final users of the building.
- 2.3 The proposal must state:
 - a rationale for the naming;
 - b income that will be received;
 - c timescales planned for this and any associated events; and
 - d suggested duration of the naming.
- 2.4 Proposals for the name of the new project should be submitted to the University Secretary and Registrar who will present them to the Vice-Chancellor's Executive.
- 2.5 Following consideration at a meeting of the Chief Executive's Group, a recommendation will be made to the Chair of the Board of Governors and then reported to the relevant Board of Governors meeting.
- 2.6 New projects should include budget and planning for signage that displays the agreed name.

3 Process for naming an existing building, space or road

- 3.1 An ad hoc group will be formed to consider the (re)naming of existing buildings, spaces and roads as required. The group will include representatives from Estates, Marketing and Communications and the University Secretary and Registrar.
- 3.2 The group may propose the (re)naming of existing buildings, spaces and roads. Their proposal must state:
 - a rationale for the naming;
 - b income that will be received;
 - c timescales planned for this and any associated events; and
 - d suggested duration of the naming
- 3.3 Proposals for the Name of the existing building, road or space should be presented to the Vice-Chancellor's Executive by the University Secretary and Registrar.

- 3.4 Following consideration at a meeting of the Chief Executive's Group, a recommendation will be made to the Chair of the Board of Governors and then reported to the relevant Board of Governors meeting.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **01 August 2024**

Alternative format

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