



ST. PAUL'S UNIVERSITY

**POLICY ON CRITERIA FOR THE NAMING OF
BUILDINGS, FACILITIES AND SPACES**

ACADEMIC POLICY NO. 012 OF 2012

2012

1. Buildings, facilities or spaces may be known by either functional or non functional names.
Functional names may include:
 - a) Major services offered there e.g. Theology Building
 - b) Major events in the life of the University e.g. Silver Jubilee House
 - c) Historical issues or physical location of the site e.g. Forest View House

2. Non functional names may include naming after individuals or organisation as follows:
 - a) The person is of a high academic eminence who has made an outstanding contribution to his or her field of study which is offered at the University
 - b) The person has gained distinction in the area related to the intended use of the building
 - c) The person has made an outstanding contribution to the development of the University that merits recognition in the University's history
 - d) The individual is a major benefactor who has donated not less than 25% of its total cost or who substantially supports the University as whole financially
 - e) The individual is a national or international figure whose name may lend prestige and status to the university
 - f) An organisation that has contributed not less that 50% of the total cost of the building

3. General guideline on naming:
 - a) St Paul's University will seek to recognise persons and organisations that have supported the University through distinguished effort or substantial financial endowment by naming buildings and facilities. The naming should not, however be after persons still in active association with the University, or who might become associated in the future.
 - b) When the proposal involves the use of the name of a deceased person, the approval will be contingent on the agreement of that person's next of kin.
 - c) The Vice chancellor may approve generic names for building and facilities which will apply until such a time as the naming proposal is approved.

4. Recommendation to the Senate:
 - a) That the senate nominates a committee whose task will be to carefully securitize the proposed names and forward a shortlist of two names to the senate
 - b) The senate shall approve one of the two names
 - c) The approved name shall be forwarded to the University Council for ratification

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 26th March 2012, the 38th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp