

## NAMING OF BUILDINGS POLICY

<b>Section</b>	Facilities Management
<b>Contact</b>	National Facilities Manager
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<b>Next Review</b>	March 2023
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### Purpose:

The purpose of this policy is to provide a clear framework for the naming and identification of University Buildings on all Massey University Campuses, or associated with the Massey University brand.

### Background:

University policies and practices relating to the naming and identification of buildings, facilities and spaces have evolved over time. Generally there is a preference for a building name to remain in place over the building life and that the building name builds upon the history of Massey University. Particular care needs to be exercised when it is proposed that a facility be named after a person or organisation. Such care includes the consideration of the contribution made by the person to the University including their academic, professional, or other standing.

### Policy:

- 1) Decisions about naming University Buildings after a person or organisation will be made by the University Council. Other decisions about naming of University Buildings will be made by the University's Senior Leadership Team (SLT). Decisions for signage not relating to a building name, for example directional signage or the labelling of a building with an existing name, will be made by Assistant Vice Chancellor Operations, International and University Registrar. Proposals to name student - managed areas or student-affiliated club, association, and activity areas must be approved by SLT.
- 2) Recommendations relating to the naming of University Buildings may be made by any individual or organisation and will be submitted in the first instance to the National Facilities Director, who will then consult with the Deputy Registrar Operations Operations and the AVC Operations, International and University Registrar. A paper will then be prepared for approval by the appropriate body.
- 3) Names for University Buildings should be selected using the following naming conventions. It is preferred that building names reflect the history or geographic locations of Massey University.
  - a) Eminent Person's Name
    - i) A person's name may be used where that person is of academic eminence and has made

an outstanding contribution to his or her field of study, and/or that person or organisation has made an outstanding contribution to the development of the relevant School, Department, College or the University overall.

- (i) Generally, a building should not be named after a living person.
- (ii) A proposal to name after a person shall be accompanied by a comprehensive citation.

b) Benefactor's Name (Person, Organisation or Company)

- i) A person, organisation or company name may be used where a substantial benefaction has been made to Massey University by that person, organisation or company.
- ii) Naming shall be given for a fixed time period, determined by written agreement with the benefactor, after which time the name may be changed.
- iii) Naming may be changed if the benefactors name falls into disrepute.

c) Maori Name

- i) Any new building may be given a Maori name as its primary name. Existing buildings may have Maori names in addition to their English name. Naming should align with Massey University's Māori Language Policy - Matua Reo Kaupapa

d) Geographic or Abstract Name

- i) A geographic or abstract name may be used by agreement with the SLT. For example "The Quad Block" or "Totara Hall".

e) Functional Name

- i) The use of functional names for major buildings should be avoided as functions can change over time.
- ii) Common facilities can retain functional names but should be supported by a location reference to avoid confusion across campuses. For example libraries and recreation centres.
- iii) Smaller buildings, spaces or farm buildings, housing general functions may be referred to by functional names. For example, Dairy No.1 or Anatomy Laboratory.

4) A building named after a person or organisation may include an appended functional appellation where this would serve to clarify the location of the building or assist in identification. For example, The Sir Neil Waters Lecture Theatre.

5) Every building shall have one primary name to be use in all formal documentation and information systems. The name should be in English or Maori. A secondary name may be retained for historical continuity, but should not be used in formal documentation.

6) The names of buildings should, be retained for the life of the building, to retain continuity of history, documents, and information databases. In particular, where a building is named after a person the name of that building should not generally change in the event that there is a change in the School, Department, Institute or College occupying the building.

7) In the event of a proposal to re-name an existing building, the name need not necessarily reflect or be consistent with the current function of the building.

8) If an existing building is renamed the staff resident in that building should be consulted and informed in advance of the name change.

- 9) All University buildings, whilst referred to by name, will retain the building number assigned at commissioning for the life of the building. The building number will remain the reference for administrative management of all campus facilities and infrastructures.

## Definitions

**University Building:** any building, facility, section of land or space and the like over which the University may secure naming rights, whether located on Massey University property or associated with the Massey University brand.

**Building Number:** a unique identifier assigned to the University Building at commissioning for database reference purposes.

**Primary name:** the formally approved name of the University Building.

**Secondary name:** an informal or superseded name, for example following a re-naming, or to denote a building's function.

## Audience:

All staff, students and external stakeholders.

## Relevant Legislation:

None.

## Related Procedures:

Massey University Māori Language Policy - Matua Reo Kaupapa

## Document Management and Control:

Prepared by: Facilities Management

Authorised by: Assistant Vice-Chancellor, Operations, International and University Registrar

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