

Named Academic Positions and Named Student Awards

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1.0 Purpose

This procedure outlines the process for the naming of academic positions and student awards as set out in the Naming Policy.

2.0 Scope

This procedure applies to the establishment of, and appointment to, named academic positions at Level E or below, including Professorial Chairs, and the establishment of named student awards.

3.0 Procedure

3.1 Establishment of Named Academic Positions and Named Student Awards

Named academic positions and named student awards recognise distinguished service or a major benefaction to the University by a person, group or organisation. Named academic positions (Level E or below) include Professorial Chairs.

In determining whether to establish a named academic position or named student award, the Vice Chancellor may consider input from relevant University and community representatives.

The Vice Chancellor may also seek input or recommendations about the establishment of named academic positions or named student awards from members of the following:

- Campaign Council
- Executive Group
- University Council.

3.1.1 Named Professorial Chairs

In determining whether to establish a named Professorial Chair, the Vice Chancellor will consult the Chair of the Academic Committee and will consider:

- The size of the contribution, or level of excellence demonstrated in a discipline or research area, relative to the value and cost of the Professorial Chair.
- The compatibility of the proposed name with the function of the Professorial Chair.

3.1.2 Establishment rules

The Vice Chancellor's decision to establish a named academic position or named student award will be subject to the principles outlined in the Naming Policy. The following rules also apply:

- Establishment will be subject to a due diligence process concerning the person, group or organisation for whom the position or award will be named, including an assessment of any community, cultural and identity-related considerations.
- Naming must be commensurate with the contribution made by the person, group or organisation being recognised.
- Consent of the person, group or organisation being recognised must be obtained before naming recognition can be conferred. Where the proposal involves honouring a deceased person, appropriate forms of consultation must be undertaken and obtained from the next of kin or other relevant contacts. This is not necessary where consent is provided through a Will.
- A person, group or organisation being honoured may nominate someone else's name to be honoured when that recognition is being given in response to a philanthropic gift or sponsorship.
- The University will respect a request for a gift to remain anonymous as far as is reasonable.
- Where associated with a philanthropic gift or sponsorship, the Vice President (Advancement) must be consulted and:
 - Naming recognition for philanthropic contributions must be documented in a Gift Agreement through Development and Alumni.
 - Naming recognition as a benefit negotiated as part of a sponsorship arrangement must be documented in the Sponsorship Agreement.
 - Naming may not occur until a level of benefaction has been agreed in writing between the University and the donor, or sponsor.
 - Naming recognition for academic positions will remain for as long as the funding is provided except that there can be no obligation to transfer the naming recognition if the position ceases to exist.
 - Where funds are pledged over a period of time, the University may revise the form of recognition or withdraw recognition if the agreed flow of funds ceases or changes from the Gift Agreement.
 - Naming recognition of philanthropy may remain in perpetuity.
 - Naming recognition of corporate sponsorship will remain for the duration of the Sponsorship Agreement.

3.2 Appointment to Named Academic Positions

Appointing talented academic staff to a named academic position assists the University to attract and retain outstanding staff and enhances Griffith's academic profile. Such appointments reward and acknowledge the performance of an individual and their potential for ongoing excellence and contributions to University strategy.

3.2.1 Selection criteria

The selection criteria for appointment to any named academic position, including Professorial Chairs, will be guided by the level of the proposed academic position.

The Vice Chancellor may invite the relevant donor or donor's representative to suggest selection criteria for appointments to a named academic position. However, the Vice Chancellor retains the

ultimate authority for determining the appropriate selection criteria in consultation with the Chair, Academic Committee.

The length of appointment to a named academic position will be determined by the Vice Chancellor in alignment with the funding arrangements for the named academic position.

3.2.2 Selection process

Applicants for named academic positions may be internal or external to the University.

Only individuals who have excelled in a discipline or research area and/or supported the University through distinguished effort may be recognised by the offer of appointment to a named academic position.

The Vice Chancellor may appoint by invitation, however named academic positions will normally be advertised either internally or externally, depending on the funding arrangements. The University's recruitment and selection policy and procedures will be followed for advertised positions.

Applications for advertised named academic positions will be considered based on the guidelines and criteria determined by the Vice Chancellor in consultation with the Chair, Academic Committee.

Where the position is advertised, the Vice Chancellor will appoint the Chair of the Selection Committee. The Chair, Selection Committee will recommend to the Vice Chancellor the individual to appoint.

3.2.3 Vacancies

Should an individual appointed to a named academic position resign, retire, or otherwise vacate the position prior to the conclusion of the appointment term, the Vice Chancellor will determine the action required in relation to the balance of the term in consultation with the Chair, Academic Committee.

3.3 Awarding of Named Student Awards

Following establishment by the Vice Chancellor, named student awards are managed in accordance with the Student Scholarships, Prizes and Awards Policy and Procedure.

3.4 Vice Chancellor's Decision

The decision of the Vice Chancellor about establishing or making appointments to a named academic position, or to establish a named student award, is final.

4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Named academic group or graduate school student awards recognise a person, group or organisation that has supported the University through distinguished effort or substantial financial contribution.

Named academic positions include, but are not limited to, endowed and fixed-term academic chairs, lectureships, fellowships and research positions at all levels.

Named Professorial Chairs are academic positions, created at the level of Professor, in recognition of a significant contribution to scholarship and research, and awarded to individuals who have distinguished themselves in the discipline they represent.

5.0 Information

Title	Named Academic Positions and Named Student Awards Procedure
Document number	2024/0001041
Purpose	This procedure outlines the process for the naming of academic positions and naming of student awards as set out in the Naming Policy.
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Subcategory	Governance
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Review date	2026
Policy advisor	Chief of Staff
Approving authority	Vice Chancellor

6.0 Related Policy Documents and Supporting Documents

Legislation	<i>Griffith University Act 1998 (Qld)</i>
Policy	Naming Policy Philanthropy and Fundraising Policy Student Scholarships, Prizes and Awards Policy

Procedures

Distinguished Professors Procedure

Named Buildings, Physical Features, Organisational Units and Programs Procedure

Student Scholarships, Prizes and Awards Procedure
