

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

# **Recognition of Service, Donation, Significant Contributions or Personal Achievement**

<b>Establishment:</b>	Council, 26 August 1994
<b>Date Last Amended:</b>	General Counsel and University Secretary, 14 January 2022
<b>Nature of Amendment:</b>	Amendments consequential to new Gift Acceptance Policy
<b>Date Last Reviewed:</b>	2016
<b>Responsible Officer:</b>	General Counsel and University Secretary

## **1. Preamble**

The Council supports the award of appropriate forms of recognition of:

- personal contributions to the University, outstanding achievements or service by members of the University; outstanding service to the public by members of the community; and
- benefactors who have supported the University with donations of money, non-monetary gifts, or bequests, when consistent with the Gift Acceptance Policy and procedures, or other contributions.

This is a policy statement on the forms of recognition which can be used to acknowledge contributions made to the University or to the public by individuals or other organisations.

## **2. Forms of Recognition**

2.1 The following awards of recognition of personal service to the University, outstanding performance by members of staff or service to the public by individuals may be approved in accordance with the existing rules and procedures established by Council in each case:

- (a) an [honorary degree](#);
- (b) the title of [Emeritus Professor](#);
- (c) the title [Companion of the University](#);
- (d) the [Convocation Medal](#)
- (e) a [Distinguished Alumni Award](#)

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2.2 The following additional forms of recognition of personal service to the University, outstanding performance by members of staff or service to the public by individuals and of benefactors may be approved:

- (a) naming of an infrastructure item (e.g. a building, facility or area, or an item of equipment)
- (b) naming of a grant, fellowship, award, prize or scholarship established by or through the University;
- (c) a named Chair or other academic post;
- (d) naming of lectures;
- (e) other forms of recognition deemed appropriate.

2.2.1 Naming should normally be proposed in recognition of a sponsor, a donor or a person who has given distinguished service to the University.

2.2.2 Recognition should be awarded in a form that is appropriate to the nature and level of the contribution which has been made to the University.

2.2.3 Where these additional forms of recognition are proposed as part of an offer of a gift or bequest by a benefactor/donor, the requirements of the Gift Acceptance Policy and procedures must be complied with.

### 3. Approval of Proposals for the Award of Recognition by the University

3.1 A proposal for the award of recognition by the University shall be subject to approval by the Council, except that:

(a) the Academic Senate, on the advice of the Vice-Chancellor or relevant portfolio head, is delegated to approve:

- establishment and naming of a grant, fellowship, Chair, or other academic post, or student award (except prizes and scholarships); and
- naming of a centre or institute established in accordance with the [Research Institutes and Centres Policy](#).

(b) the Vice-Chancellor is delegated to approve:

- the establishment of student prizes and scholarships in accordance with the [Policy on Prizes and Scholarships](#);
- the establishment and naming of staff awards and prizes<sup>1</sup>;
- the award of the title of [Emeritus Professor](#);
- the award of the [Convocation Medal](#);
- the award of a [Distinguished Alumni Award](#);
- the naming of an item of equipment;
- the naming of lectures.

(Note: Naming of a scholarship, fellowship, grant or prize established by another body only requires approval if it is proposed to use the name of the University.)

<sup>1</sup> Includes to date: [Distinguished Academic Titles](#); [Flinders Professional Staff Awards](#); [Staff Service Awards](#); [Vice-Chancellor's Awards for Excellence in Teaching](#); [Vice-Chancellor's Innovation in Teaching Awards](#); [Vice-Chancellor's Award for Early Career Researchers](#); [Vice-Chancellor's Award for Excellence in Higher Degree by Research Supervision](#).

3.2 A proposal for the award of recognition requiring Council approval will be referred to the Vice-Chancellor, in the first instance. The proposal may be referred to an appropriate committee for advice to Council.

3.3 The Vice-Chancellor may sub-authorise their delegated authority to approve prizes and scholarships to another officer of the University, as set out in the Schedule to the [Policy on Prizes and Scholarships](#).

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3.4 The Council, the Academic Senate or the Vice-Chancellor (or nominee) shall establish appropriate rules and conditions in relation to the award of recognition.

#### **4. Citations**

4.1 A proposal to confer an honorary degree, award or title must be accompanied by a citation on the nominee.

4.2 A citation may be edited at the discretion of the Vice-Chancellor or committee recommending the award of an honorary degree, award or title. Amendments to citations will be effected through the Secretary of the Council.

#### **5. Confidentiality**

The University shall observe requests to maintain confidentiality made by any individual or other organisation that is the subject of a proposal under this policy, and shall also maintain confidentiality in respect of nominations and committee proceedings relating to proposals for recognition until they have been approved.

#### **6. Permission to Confer Recognition and to Use or Publish a Name or Other Information**

6.1 Permission to confer recognition and publish any information about the conferral of recognition will be sought from the proposer and the person who is the subject of a proposal before the matter is publicised.

6.2 Depending on confidentiality requirements and relevant provisions in policy and procedures, where these have been established for a particular award or form of recognition, the above permissions may need to be sought either before or after the proposal has been approved. In either case, the proposer will be responsible for seeking permission from the subject of the proposal for the University to both confer, and publish information about, the recognition. The proposer will subsequently provide confirmation to the relevant approving authority, through the Secretary of the Council or relevant committee secretary, as appropriate.

#### **7. Permission to Use the Name of the University**

A proposal for recognition or naming made under this policy may include a request to use the name of the University.

#### **8. Rescinding of Recognition**

8.1 The University may rescind any form of recognition if it is no longer appropriate or if grounds exist for it to be rescinded including if such recognition would compromise the integrity or reputation of the University in any way as determined by the University in its absolute discretion.

8.2 A naming proposal which relates to the use of the name of a corporate entity shall normally be limited to the life of the corporate entity.

#### **9. Procedures**

Unless otherwise specified in policy, rules or procedures established for a particular award or form of recognition, proposals for recognition must be addressed to the Secretary of the Council, for submission to the appropriate approving authority, marked 'confidential', and should contain the following information:

- (a) the proposed form of recognition;
- (b) relevant details about the proposer and the person or organisation that is the subject of the proposal, including contact details;
- (c) a citation on the person who is the subject of the proposal, if appropriate, of no more than 500-550 words in length and including:

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- details of any academic qualifications, honours, titles or achievements of the nominee (including the date of the award and name of the institution or organisation which made the award) which may be of interest, and may support the nomination;
  - details of the nominees' relationship with and impact on the University;
  - an outline of the professional or work related achievements of the nominee which may be of interest and may support the nomination; and
  - a description of the nominee's personal attributes, characteristics or values if this is considered to be relevant to the proposal.
- (d) details of any conditions which apply in respect of the form of recognition which has been proposed;
- (e) a statement of support from the relevant Executive Dean or portfolio head.