

### **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>	Vice-Chancellor, 2 August 2016
<b>Nature of Amendment:</b>	Addition of new award
<b>Date Last Reviewed:</b>	2016
<b>Responsible Officer:</b>	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, bequests or similar 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) a [Staff Award for Outstanding Contribution to Flinders University](#)
- (e) the [Convocation Medal](#)
- (f) a [Distinguished Alumni Award](#)
- (g) a [Vice-Chancellor's Award for Excellence in Teaching](#)
- (h) a [Vice-Chancellor's Award for Excellence in Research Higher Degree Supervision](#)

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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.

### 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 [Policy on Institutes and Centres](#).
- (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 award of a [Vice-Chancellor's Award for Excellence in Teaching](#);
  - 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](#); [Vice-Chancellor's Award for Early Career Researchers](#); and [Staff Service Awards](#)

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 his or her 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](#).

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.

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## **5. Donations, Gifts and Other Contributions**

5.1 Donations, non-monetary gifts or bequests will be acknowledged in writing by the Vice-Chancellor, or nominee.

5.2 The University may refuse to accept donations, gifts or other contributions if it believes that the nature of the benefactor or of the particular donation, gift or contribution is such that acceptance would compromise the integrity or reputation of the University in any way.

5.3 Donations of money will normally be tax deductible. Non-monetary donations may also be tax deductible.

## **6. 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.

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

7.1 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.

7.2 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.

## **8. 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.

## **9. Rescinding of Recognition**

9.1 The University may rescind any form of recognition if it is no longer appropriate or if grounds exist for it to be rescinded.

9.2 The University may rescind any recognition and refuse to continue to accept or administer such donations, gifts or other contributions if it believes that the nature of the benefactor or of the particular donation, gift or contribution is such that acceptance would compromise the integrity or reputation of the University in any way.

9.3 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.

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## 10. Procedures and Guidelines

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

10.2 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.

10.3 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:

- 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.