

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)



GUIDELINES FOR NAMING UNIVERSITY FACILITIES AT MUHAS

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List of Abbreviations and Acronyms

A & HRMC -Human Resource Management and Administration Committee

CDD - Committee of Deans and Directors

MUHAS - Muhimbili University of Health and Allied Sciences

TAMELASA - Tanzania Medical Laboratory Students Association

TAMSA - Tanzania Medical Students Association

1.0 Introduction

The Muhimbili University of Health and Allied Sciences (MUHAS) recognizes the importance of honoring distinguished leaders and other stakeholders who have made significant and lasting contributions to the institution, education, and the health sectors in Tanzania. The development of formal guidelines for naming buildings, structures, spaces, and other facilities at MUHAS is both timely and necessary for two key reasons. Firstly, it is because of institutional identity and legacy. Naming University facilities provides an opportunity to honor individuals and entities that have made significant contributions to the growth, development, and reputation of MUHAS. Clear guidelines ensure that such recognitions align with the University's vision, mission, and values, thereby preserving the institution's legacy and reinforcing its identity. Secondly, it is because of transparency and consistency. The guidelines serve as a standardized framework that ensures transparency, fairness, and consistency in the naming process. Without clear criteria, the process risks being arbitrary or influenced by personal interests. Therefore, the proposed guidelines will create a formalized approach that can be objectively applied in all cases

2.0. Guiding Principles

Naming decisions at MUHAS will be guided by the following core principles:

- 2.1 Integrity and Honor: Honorees must exemplify ethical leadership and outstanding service or contribution.
- 2.2 Alignment with Institutional Values: Names must reflect MUHAS's commitment to excellence, service, innovation, equity, and public health advancement.
- 2.3 Transparency and Equity: The naming process must be inclusive, fair, and open to appropriate stakeholder input.
- 2.4 Cultural and Historical Sensitivity: Names must respect national history, cultural norms, and community diversity.
- 2.5 Institutional Legacy: Honorees should have a proven track record of positively impacting MUHAS or the health sector in Tanzania.
- 2.6 Reputational Safeguards: The university reserves the right to revoke a name if the individual or entity is later found to have engaged in actions contrary to the institution's values.

3.0 Scope

These guidelines apply to all physical infrastructure owned by MUHAS, including but not limited to academic buildings, lecture halls, laboratories, administrative blocks, libraries, research centers, student facilities, spaces, and other University facilities.

4.0 Eligibility Criteria

4.1 MUHAS Staff

An individual may be considered for naming recognition if he/she meets **at least three (3)** of the following criteria:

4.1.1 Distinguished Service

- i) Held a senior leadership position at MUHAS (e.g., Vice Chancellor, Deputy Vice Chancellor, Principal, Dean, Director, Head of Unit, and Head of Department).
- ii) Demonstrated exemplary leadership and dedication to institutional development.

4.1.2 Impact on the Institution

Initiated or led transformative changes that significantly enhanced the university's academic, research, innovation, clinical, or community service functions.

4.1.3 Longevity and Commitment

- i) Served MUHAS for a **minimum of ten (10) years**.
- ii) Demonstrated sustained contribution and loyalty to the mission and values of MUHAS.

4.1.4 Ethical and Moral Integrity

Maintained high ethical standards and a reputation of integrity during and after service at MUHAS.

4.1.5 Philanthropic Contributions

Made significant financial contributions or mobilized substantial support toward development of the University

4.2 Non MUHAS Staff:

4.2.1 Political leaders

4.2.1.1 Outstanding Contribution to Higher Education or Health Sector

The political leader must have made a **significant and demonstrable contribution** to the advancement of higher education, health sciences, or research in Tanzania or specifically to MUHAS.

4.2.1.2 National and Institutional Impact

The individual should have played a pivotal role in **shaping national policies** or supporting initiatives that had a **direct positive impact on MUHAS** or the broader education and health sectors.

4.2.1.3 Support to MUHAS or Its Predecessor Institutions

Preference may be given to individuals who have directly supported the growth or development of MUHAS, including allocation of resources, support in establishing academic programs, or infrastructure development.

4.2.2 Development Partners

4.2.2.1 Significant Contribution

The development partner must have made a substantial and tangible contribution to the university's growth, such as:

- i) Financing the construction, renovation, or major refurbishment of the building.
- ii) Providing long-term financial support for key academic, research, innovation or infrastructure initiatives housed in the building.

4.2.3 MUHAS Alumni

4.2.3.1 Distinguished Service and Contribution

The alumnus/alumna must have demonstrated outstanding and sustained contributions to MUHAS, the health sector, higher education, or national development. This may include exceptional achievements in academia, research, innovation, public health, policy, or leadership.

4.2.3.2 Tangible Support to the University

The individual should have made significant contributions—financial or in-kind—that directly supported the development, construction, renovation, or enhancement of the University infrastructure or its programs.

4.2.3.3 National or International Impact

Preference may be given to alumni who have made significant impact at national, regional, or international levels in their respective fields, bringing honor and visibility to MUHAS.

5.0 Naming Conditions

5.1 Alignment with MUHAS Mission

The proposed name must reflect the values, vision, and mission of MUHAS, particularly in promoting health, education, research, equity, and service to society.

5.2 Timing of Naming for MUHAS staff

- i) The naming shall be done after completion of service to allow a comprehensive evaluation of the individual's legacy:
 - a) Upon completion of tenure
 - b) Upon retirement
 - c) Posthumously
- ii) Exceptions for continuing staff may be considered in cases of extraordinary contribution.

5.3 No Conflict of Interest

- i) Naming must not create any actual or perceived conflict of interest for the University Council, management, or selection committee members.
- ii) Individuals or entities under investigation or with pending legal or ethical issues will not be considered.

5.4 Withdrawal or Renaming

MUHAS reserves the right to withdraw or rename a facility under the following conditions:

- i) If the honoree is later found to have engaged in criminal, unethical, or dishonorable conduct.
- ii) If the facility is significantly renovated, repurposed, or demolished.
- iii) If continued use of the name is deemed inconsistent with the University's reputation or public interest.

In such cases, MUHAS shall follow due process involving review by the Naming Committee and approval or rejection by the University Council.

5.5 Prohibited Naming

MUHAS will not approve naming in the following circumstances:

- i) If the name promotes a commercial product or brand, unless part of a university-sanctioned sponsorship agreement.
- ii) If the name is controversial, offensive, or in conflict with national laws or values.

6.0 Nomination and Approval Process

6.1 Call for Nominations

- i) A public call for nominations shall be issued periodically by the University Management.
- ii) Nominations may be submitted by members of the university community, including staff, students, alumni, and partners.
- iii) Nomination of the identified individual may be made by the University management

6.2 Submission Requirements

Nominations must include:

- i) A detailed biography of the nominee.
- ii) A statement outlining the rationale for the naming proposal.
- iii) At least **two (2)** letters of endorsement from individuals or entities familiar with the nominee's contributions.

6.3 Review and Evaluation

6.3.1 A **University Naming Committee** shall be established by the University Vice Chancellor.

The committee shall be comprised of representatives from:

- University leadership
- Academic staff
- Administrative/legal/technical staff
- Student leadership
- Alumni body

- Other relevant stakeholders

6.3.2 The Committee shall assess nominations against the eligibility criteria and submit recommendations to the Vice Chancellor.

6.3.3 The Vice Chancellor shall submit the naming recommendations to the Committee of Deans and Directors (CDD) for deliberation and recommendation to the Human Resource Management and Administration Committee (A&HRMC). Recommendations of the A&HRMC shall be submitted to the University Council for decision making.

6.3.4 Due Diligence

MUHAS, through the Committee of Deans and Directors (CDD), shall undertake due diligence to:

- i) Ensure the proposed naming is aligned with MUHAS Vision, Mission, and core values.
- ii) Ensure that the individual or organization honored by the naming is of sound reputation and that the naming complies with this guideline
- iii) Ensure that the individual or organization honored by the naming/ their representative has consented.

6.3.5 Final Approval

Final approval for any naming decision shall rest with the **MUHAS Council**, based on the recommendations by A&HRMC.

7.0 Recognition Mechanisms

Once naming is approved:

- i) A physical plaque or signage bearing the approved name and a brief profile of the honoree shall be installed.
- ii) The name shall be included in official university documents, facility maps, and the website.
- iii) MUHAS shall organize a formal recognition event or inauguration ceremony with key stakeholders.

8.0 Periodic Review

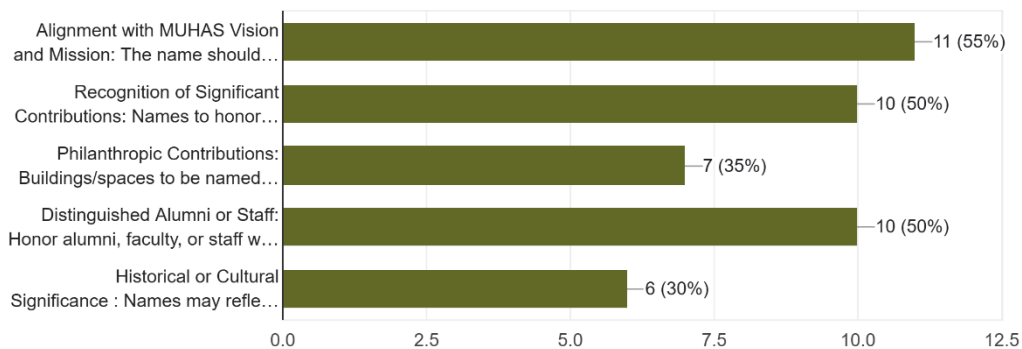
These guidelines shall be reviewed every five (5) years or as deemed necessary by the University Council, to ensure continued relevance and alignment with institutional values.

Appendix

RESULTS OF A QUICK SURVEY

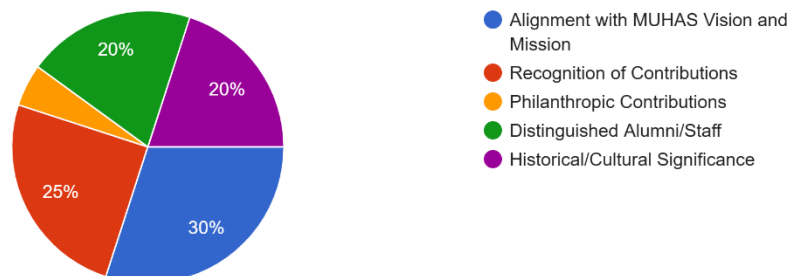
Suggest criteria to be used for naming buildings/facilities at MUHAS by selecting among the listed (multiple selection allowed)

20 responses



In your opinion, which of the above criteria should carry the most weight? (Select one)

20 responses



Do you have additional criteria or suggestions for naming university buildings? (Open text) 5 responses

- Names of students' associations like TAMELASA, TAMSA etc.
- Non
- Should not align with any political leader
- Culture and national significance
- No