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Parent Policy: [Naming Policy](#)

Functional Naming of Physical Entities Procedure

Office of Administrative Responsibility:	Office of the University Architect
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

The administration of **functional** namings of **physical entities** is managed by the University Architect on behalf of the Vice-President (Facilities and Operations). A functional naming is brought forward by the University Architect, in consultation with a faculty as required. The major determining factors for a functional naming include: ongoing change in use of the space; a change in majority occupancy of the space, or alternatively, the need for consideration of multi-tenants/multi-uses of a facility; and consideration for salient geographical features.

The Office of the Vice-President (Facilities and Operations) will consult with the Office of the Provost and Vice President (Academic), the Office of the Vice President (Advancement) and the Office of the Vice President (University Relations) with respect to functional naming and regarding any crossover areas of responsibilities with respect to a particular naming.

Purpose

This procedure addresses the functional naming of physical entities at the University, ensuring compliance with the Naming Policy and the Signage Policy. This procedure provides for uniform and consistent naming of physical entities with consideration for way finding and landmark identification.

This procedure outlines the steps that must be followed in the functional naming or renaming of a physical entity.

PROCEDURE

1. NAMING PROPOSAL

- The University Architect proposes a functional name for a physical entity, working in consultation with those within the university community as appropriate.
- Faculties may submit a request for renaming of a physical entity to the Office of the University Architect with written support from the Dean or Director.
- The University Architect will submit, in writing, the proposed functional name to the Associate Vice-President (Planning & Project Delivery).
- The functional name is reviewed by the Associate Vice-President (Planning & Project Delivery) who then submits a recommendation to the Vice-President (Facilities & Operations) for approval.

- The Vice-President (Facilities & Operations) reviews the proposed naming or renaming, consulting with Vice-Presidents and key stakeholders as necessary.

2. APPROVAL

- The Vice-President (Facilities & Operations) approves the name and advises the University Architect of the approved name.

3. COMMUNICATION

- Upon approval of the name, the Vice-President (Facilities & Operations) will present the name to the Chair, Board Finance and Property Committee (BFPC) who will in turn advise the Board of Governors (BG).
- The Office of the Vice-President (Facilities & Operations) will ensure that all necessary parties on campus are notified of any functional naming or renaming.
- In the event that the entity to be functionally named includes spaces that were previously philanthropically named, the Vice-President (Facilities and Operations) will communicate the proposed change to the Vice-President (Advancement) to ensure on-going stewardship of the donor.

4. TIME LIMITS AND REVOCATION OF NAMINGS

There are no time limits or revoking protocols associated with functional naming.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Functional

Refers to any naming that is outside the scope of either a philanthropic or honorific naming opportunity. Functional namings may reflect the purpose of the space with consideration given to placement on campus and history of the building/space; or may distinguish/highlight aspects or aspirations of the university's community and culture.

Physical Entities

Physical structures (i.e. buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect.

FORMS

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There are no forms for this Procedure.

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[Naming of Academic Entities – Appendix B – Endowed Chairs and Professorships – Criteria, Terms and Responsibilities](#)

[Naming Policy - Appendix A – Naming Criteria](#)

[Prospect Management Policy](#)

[Signage Policy](#)