

Original Approval Date: March 23, 2007

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Parent Policy: [Naming Policy](#)

Honourific Naming of Physical Entities Procedure

Office of Administrative Responsibility:	Office of University Relations
Approver:	Vice-President (University Relations)
Scope:	Compliance with University procedure extends to all members of the University community and organizations with a legal relationship with the University.

Overview

Honourific naming of **physical entities** recognizes individuals for outstanding contributions to the University of Alberta and to the spirit of community.

Honourific namings shall be compatible with the mission, vision and values of the University of Alberta.

The Office of the Vice-President (University Relations) administers the honourific namings process in consultation with the Office of the Provost and Vice-President (Academic), the Office of the Vice-President (Facilities and Operations), and the Office of the Vice-President (Advancement), as appropriate.

Purpose

These procedures outline the steps that must be followed in the honourific naming of physical entities.

PROCEDURE

1. PRINCIPLES

When considering University of Alberta faculty and staff, members of the wider community, or an organization for an honourific naming of a physical entity, meritorious or outstanding service will be considered.

2. PROPOSAL

- a. Academic or administrative units must submit a Philanthropic or Honourific Naming Proposal and any supporting documentation to the Vice-President (University Relations).
 - i. The Office of University Relations will work with the Office of the University Architect to develop the design for signage placement and style which will be incorporated into the NOP.
- b. The Philanthropic or Honourific Naming Proposal must include
 - i. Letter of request for namings from Dean or Director, indicating Faculty and/or an administrative unit's support and detailing the appropriateness of the honourific naming;
 - ii. Supplemental information of the individual or organization being honoured with the naming of the physical entity, i.e. biographical information about the honouree, which should include details of his or her education and service to the community.
 - iii. Confirmation that the Dean or Director has consulted with the Vice-President (Advancement) to explore the feasibility of a **philanthropic** naming opportunity.

- c. All naming proposals are considered confidential until approved and the honouree, or representative, is advised.

3. APPROVAL

- a. Upon review and endorsement, the Vice-President (University Relations) will then present the **Philanthropic or Honourific Naming Proposal** in confidence to a **president's executive committee**, and if approved, then to Board University Relations Committee (BURC) for final approval.
- b. Philanthropic or Honourific Naming Proposals which are judged by the Vice-President (University Relations) to have campus-wide implications may be brought forward to **key stakeholder groups** for confidential consultation prior to BURC approval. The Vice-President (University Relations) will determine whether there is sufficient support for the naming proposal to be forwarded to BURC for final approval.
- c. Upon approval of the Philanthropic or Honourific Naming Proposal, the Chair of BURC will present the approved honourific namings to the Board of Governors for information purposes only.
- d. BURC, in consultation with the Vice-President (University Relations), may choose to present a Request for Naming to the Board for review and approval.

4. COMMUNICATION

- a. The Office of the Vice-President (University Relations) will confirm Board approval of the Naming Request Proposal with the appropriate academic/ administrative units.
- b. Final approval of the Naming Request Proposal is required prior to public announcements or formal celebrations of honourific namings.
- c. The Office of the Vice-President (University Relations) will ensure that necessary parties on campus are notified of any naming or renaming.

5. TIME LIMITS AND REVOCATION OF NAMINGS

- a. Academic or administrative units must ensure that honourees and their families understand that namings may be time limited; this limitation is at the discretion of the University, the academic or administrative unit, or the honouree.
- b. Namings will be in the best interest of both the University of Alberta and the honouree; if a naming is deemed to no longer be in the best interest of the University of Alberta or the honouree, it is possible that the University, the honouree and/ or the honouree's family may request to have a naming revoked, following consultation with the Vice-President (University Relations).
- c. Should a building be demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new name may be considered. Where possible, the Office of the Vice-President (University Relations) will contact a family member and/or the appropriate contact person for the former namesake to inform them of the decision to demolish, replace or change usage of the facility. It may be appropriate to place a plaque in, or on, a new building to indicate that it occupies the site of a building formerly known by another name. It may also be appropriate to name part of a new building after the person, organization, corporation or foundation for which the former building was named. Requests of this nature should be directed to the Vice-President (University Relations) for approval.
- d. The revoking of a naming must be approved by the Board of Governors.
- e. When it is requested that a named physical entity within a building be relocated within the same building or to a different building and the new facility or room will serve the same original purpose, requests are directed to the Vice-President (University Relations) for approval.

DEFINITIONS

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

Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments, or by success in any walk of life.
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.
Philanthropic	The act of philanthropy; generally defined as gifts to the University which have real or in-kind monetary value.
Philanthropic or Honourific Naming Proposal	A proposal outlining the request for an honourific or philanthropic naming that includes a range of criteria reflected in the Honourific and Philanthropic Naming Proposal Form.
President's executive committee	A committee comprised of the president, the vice-presidents of each portfolio and General Counsel.
Key stakeholder groups	Any committee, group, association (AASUA/NASA) or portfolio that is identified as having an interest in the topic for consultation. (e.g. Deans' Council, Students' Union, GSA)

FORMS

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[Philanthropic or Honourific Naming Proposal Form](#)

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[Appendix A – Naming Criteria](#)

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

[Donation Acceptance Policy](#)

[Functional Naming of Physical Entities Procedure](#)

[Naming of Academic Entities](#)

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[Philanthropic Naming Opportunities Plan](#)

[Philanthropic Naming of Physical Entities Procedure](#)

[Signage Policy](#)

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