

Original Approval Date: March 23, 2007

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Parent Policy: [Naming Policy](#)

Naming Policy

Appendix A: Naming Criteria

Office of Administrative Responsibility:	Office of Advancement (Philanthropic) Office of Facilities and Operations (Functional) Office of University Relations (Honourific) Office of Provost and Vice-President (Academic) (Academic Entities)
Approver:	Vice-President (Advancement) (Philanthropic) Vice-President (University Relations) (Honourific) Vice-President (Facilities and Operations) (Functional) Provost and Vice-President (Academic) (Academic Entities)

The naming of **physical entities** and **academic entities** provides the University of Alberta with the opportunity to recognize exceptional contributions, be they **philanthropic**, **honourific** or **functional**. All donations must meet the requirements of the Donation Acceptance Policy and shall be compatible with the vision, mission and values of the University of Alberta. The following table guides the user through an overview of each type of naming and its criteria. By understanding the naming criteria the user will be able to easily identify the applicable procedure for further details.

PHILANTHROPIC NAMING

Physical Entities	Academic Entities	Endowments
<p>Based on the space value as determined by size, cost per square metre, utility factor, and location factor</p>	<p>Naming of faculties, schools or components therein, including but not limited to, departments, divisions, academic centres and institutes will be defined on a case-by-case basis in consultation with the Provost. Minimum commitments for Faculty namings are:</p> <ul style="list-style-type: none"> • <u>Small Faculty</u> – \$25 million to establish an endowment • <u>Medium Faculty</u> - \$50 million to establish an endowment • <u>Large Faculty</u> - \$75 million to establish an endowment <p>** Faculty designations are established at Deans' Council</p> <hr/> <p>Thresholds for *EFF-endowed Chairs and Professorships, please refer to <i>Naming of Academic Entities Procedure - Appendix B – Academic Criteria, Terms and Responsibilities</i></p> <hr/> <p>To name a Chair for an uninterrupted five-year period, a minimum gift of \$750,000 (\$150,000 annually for an uninterrupted five-year period) is required</p>	<p>The minimum donation to establish an endowment is \$25,000. Certain academic programs (e.g. chairs, scholarships) have specified endowment minimums. Donations received for endowments that are below the minimum established threshold will be pooled with endowment funds supporting a similar purpose or be used for unrestricted purposes. Funds that do not meet the minimum established threshold will not receive stewardship reporting from the Office of Advancement.</p>

	<p>To name a professorship for an uninterrupted five-year period, a minimum gift of \$250,000 (\$50,000 annually for an uninterrupted five-year period) is required</p>	
	<p>To name other academic components such as a lectureship, visiting professorship, teaching prize, etc. will be approved on a case-by-case basis by the Provost and Vice-President (Academic) in consultation with Vice-President (University Relations) and the Vice-President (Research), as appropriate</p>	
	<p>Naming of a Faculty Dean, Department Chair, or Centre/Institute Director will be approved by the Provost and Vice-President (Academic) in consultation with the Vice-President (Advancement) and Vice-President (Research), as necessary. Minimum commitments are:</p> <ul style="list-style-type: none"> • <u>Small Faculty</u> – \$3 million to establish an endowment • <u>Medium Faculty</u> - \$4 million to establish an endowment • <u>Large Faculty</u> - \$5 million to establish an endowment 	

* EFF = Endowment Fund for the Future

HONOURIFIC NAMING

Physical Entities	Academic Entities
<p>The individual or organization being proposed for an honourific naming shall reflect the vision of the University to inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a vibrant, creative and connected community. They must have achieved exceptional international scholarly distinction, remarkable service and leadership to the University community, and/or contributed in exceptional ways to the University and/or be of the highest historic significance to the University.</p>	<p>The individual being proposed for an academic honourific naming shall reflect the vision of the University to inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a vibrant, creative and connected community. They must have achieved exceptional international scholarly distinction, remarkable service and leadership to the University community and/or contributed in exceptional ways to the University.</p>
	<p>Honourific naming does not include Student Awards.</p>
<p>Individuals involved in a proposed naming will have appropriate discussions prior to identifying a space for either an honourific or functional naming opportunity.</p>	
<p>Only in exceptional circumstances will naming be approved for current University faculty or staff, Board of Governors members, or Senate members.</p>	

HONOURIFIC NAMING (Con't)

Physical Entities	Academic Entities
Attributes of proposed honouree should include at least the following: <ul style="list-style-type: none"> - Highest personal integrity - Honourable public service 	
<ul style="list-style-type: none"> - Significant positive contributions to the University of Alberta, the province of Alberta, Canada and/or society 	
The Philanthropic or Honourific Naming Proposal will include detailed historical and biographical information on the honouree, demonstrating the integrity of the proposed naming.	
Consultation with the University Architect and/or the Associate Vice-President (Facilities and Operations) is required to ensure alignment with current signage standards and practices.	

FUNCTIONAL NAMING

Physical Entities	Academic Entities
The Office of the University Architect determines the need or responds to a request to change or create a functional name of a physical entity	When the Provost & Vice-President (Academic) considers a functional naming change for an academic entity, both the function of the unit and the nomenclature of similar units at other Universities will be considered.
	Functional naming does not include Student Awards.
Individuals involved in a proposed naming will have appropriate discussions prior to identifying a space for either an honourific or functional naming opportunity.	
A functional naming will occur as the use of the space, activity within the space, or occupants of the space are determined or when they change	
Functional naming does not necessarily need to reflect the activity within the space	

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
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
Academic entities	Faculties/schools or components therein, including, but not limited to departments, divisions, research centres/institutes, as well as chairs, professorships, lectureships and fellowships, and teaching awards and prizes.
Philanthropic	The act of philanthropy; generally defined as charitable gifts to the

	University which have real or in-kind monetary value.
Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments.
Functional	Designed for, or suited to, a particular function or use.

FORMS

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[Philanthropic Naming Opportunities Plan](#)

[Philanthropic or Honourific Naming Proposal](#)

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[Appendix B – Academic Criteria, Terms and Responsibilities](#)

[Donation Acceptance Policy](#)

[Prospect Management Policy](#)

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