

 The University of British Columbia Board of Governors	Policy No.: 124	Approval Date: March 1998 Last Revision: September 2009
	Responsible Executive: Vice-President, External, Legal and Community Relations	
Title: <p style="text-align: center;">Naming</p>		
Background & Purposes: To fulfill its mission, the University receives support from society -- from volunteers, from financial donors -- and from the exemplary work of the University's students, faculty and staff. This Policy sets forth the process for recognizing truly outstanding contributions to the University's mission in ways that protect and celebrate the core values of the University.		

1. General

- 1.1. A decision to construct or renovate a building, establish an endowed Chair or endowed Professorship, or begin a program is to be taken on the basis of established academic and other operational criteria and approved in keeping with the University's established practices and academic mission.
- 1.2. Naming will be independent of all appointment, admission and curriculum decisions, which the University will continue to make in keeping with its established practices and academic mission. Naming associated with a particular facility or endowment will not preclude further naming within the facility, program or Faculty.
- 1.3. When name recognition has been extended for a gift received, it will be honoured in accordance with the agreement that was entered into. In the event of changed circumstances, the University reserves the right to determine the form of name recognition, in consultation with the donor when possible.
- 1.4. Naming may be offered to those whose accomplishments or generosity advance the academic mission of the University; further the capacity of the University to meet its teaching and scholarly objectives and to serve its community; and enhance the growth and reputation of the University.
- 1.5. Facilities or activities supported by gifts may be named after a donor, or a third party at the wish of a benefactor, provided that the donation represents a significant part of the cost or is regarded as central to the completion of the facility or activity.
- 1.6. Only in exceptional circumstances will facilities or activities be named to honour outstanding service of members of faculty or staff while the honouree remains in the full-time employment of the University.
- 1.7. The University reserves the right to decline or revoke naming recognition if the naming would bring the University into disrepute.

- 1.8. The naming opportunities at the University have been divided into the three major categories:
 - 1.8.1. Naming of Campus Facilities
 - 1.8.2. Naming of Chairs and Professorships
 - 1.8.3. Naming of Academic Institutions
- 1.9. Minimum funding requirements for naming recognition in each category will be established by the Vice-President Development and Alumni Engagement and the Vice-President External, Legal and Community Relations, subject to the approval of the President, and reviewed on an ongoing basis.
- 1.10. All new names shall be filed with the Secretary to the Board of Governors and, in the case of Campus Facilities, the Director, Campus and Community Planning. The President's Office shall be responsible for informing the University community of all new names.
- 1.11. This Policy applies to donors to both the University and the UBC Foundation.
- 1.12. This Policy does not apply to any arrangements already in existence at the date the Policy is adopted, or to arrangements that may be made pursuant to discussions with donors that had already commenced at the date this Policy was adopted, even though the arrangements do not conform to the Policy.

2. Naming of Campus Facilities

- 2.1. The naming of Campus Facilities at the University falls into four classes.
 - 2.1.1. Class 1 - Facilities that are part of the outside environment of the University such as, for example, buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, and agricultural or forestry plots.
 - 2.1.2. Class 2 - Facilities that are part of inside space such as, for example, library/reading rooms, laboratories, seminar rooms, galleries, recreational courts, and lounges.
 - 2.1.3. Class 3 - Facilities that are made up of portable items such as, for example, collections of art and/or artifacts that are identifiable because of a specific focus or purpose.
 - 2.1.4. Class 4 - Tribute markers, plaques, medallions or other markers usually in association with such features as trees, benches, or small monuments.
- 2.2. In order to ensure that the naming of Campus Facilities is compliant with the University's internal approval process as well as any applicable provincial government policies, the Vice-President, Development and Alumni Engagement will be responsible for ensuring that any proposal to name a Campus Facility is submitted to Campus and Community Planning and to UBC Government Relations. Campus and Community Planning will oversee the process of securing internal approval of the naming proposal and UBC Government Relations will oversee the process of securing any applicable approvals from the provincial government.
- 2.3. New names for Campus Facilities in Class 1 require a recommendation from the President and the approval of the Board of Governors. The President shall engage in a consultation process as may be set out more particularly in the Procedures to this Policy prior to recommending to the Board of Governors any new names for such Campus Facilities. If any applicable approvals from the provincial government are still outstanding, the approval of the Board of Governors will be subject to such government approvals being secured.

- 2.4. New names for Campus Facilities in Classes 2, 3 and 4 require the approval of the President. The President shall engage in a consultation process as may be set out more particularly in the Procedures to this Policy prior to approving any new name for such Campus Facilities. If any applicable approvals from the provincial government are still outstanding, the approval of the President will be subject to such government approvals being secured.

3. Naming of Chairs and Professorships

- 3.1. The establishment of an endowed Chair, including the designation of its name, requires the approval of the relevant Senate.
- 3.2. The establishment of an endowed Professorship, including the designation of its name, requires the approval of the Dean of the appropriate Faculty and the Provost and Vice-President, Academic in the case of an endowed Professorship at UBC Vancouver or the Deputy Vice-Chancellor, UBC Okanagan in the case of an endowed Professorship at UBC Okanagan.

4. Naming of Academic Institutions

- 4.1. In this section, the term “academic institutions” includes, *inter alia*, Faculties, Schools, Libraries, Programs, Centres and Institutes.
- 4.2. The naming of academic institutions is a sensitive matter.
- 4.3. The Provost and Vice-President, Academic or the Deputy Vice-Chancellor, UBC Okanagan, as applicable, before recommending any such naming, must ensure that:
 - 4.3.1. the proposed name is compatible with the broader purposes of the university;
 - 4.3.2. the autonomy of the academic institution in question and the academic freedoms to which UBC is committed will be safeguarded; and
 - 4.3.3. a significant portion of the total operating budget of the academic institution in question, will be covered by any donation under this Policy.
- 4.4. In the bringing forward a proposal for the naming of an academic institution, the Provost and Vice-President, Academic or the Deputy Vice-Chancellor, UBC Okanagan, as appropriate, shall secure the support of the members of the academic institution involved.
- 4.5. The President shall then consult with an *ad hoc* committee which shall include the appropriate Dean(s) where relevant, the Vice-President, External, Legal and Community Relations, the Vice-President Development and Alumni Engagement, the administrative head of the academic institution in question; the Chair of the Senate Academic Policy Committee and such other members as the President shall designate.
- 4.6. The proposal shall then be brought to the Board of Governors for its approval.

PROCEDURES

Approved: September 2009

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. Naming of Campus Facilities

1.1. Internal approval for new names for Campus Facilities in Class 1 is to be secured as follows:

- 1.1.1. Except in urgent cases, all proposals for naming of Campus Facilities in Class 1 will be initially evaluated by Campus and Community Planning. Campus and Community Planning may establish criteria and procedures for evaluating such proposals. Campus and Community Planning may consult with stakeholders such as, for example, developers if the Class 1 Campus Facility is a road in a residential development, faculty members if the Class 1 Campus Facility is a road in the academic core of the University, or the Deputy Vice-Chancellor, UBC Okanagan if the Class 1 Campus Facility is located at the UBC Okanagan campus.
- 1.1.2. The Naming Committee will consider the proposal in light of the evaluation by Campus and Community Planning and make a recommendation to the President.
- 1.1.3. The Naming Committee shall have the following members:
 - (a) the Responsible Executive or designate (Chair);
 - (b) the Chancellor;
 - (c) the Provost and Vice-President, Academic or designate;
 - (d) the Vice-President Development and Alumni Engagement or designate;
 - (e) the Associate Vice-President, Campus and Community Planning or designate;
 - (f) the Associate Vice-President, Administration and Finance, UBC Okanagan or designate;
 - (g) a Dean (appointed by the President);
 - (h) the Dean of the Faculty or director of the non-Faculty unit most closely associated with the Class 1 Campus Facility or designate;
 - (i) an alumnus/a (appointed by the President);
 - (j) a faculty member (appointed by the President);
 - (k) a member of staff (appointed by the President);
 - (l) a student (appointed by the President); and
 - (m) if the Campus Facility in question is a Neighbourhood Amenity, the Chair of the Board of Directors of the University Neighbourhoods Association or a Director of the University Neighbourhoods Association designated by the Chair of the Board of Directors of the University Neighbourhoods Association for this purpose.

For the purposes of these Procedures, the term "Neighbourhood Amenity" shall mean a community amenity, including park-like spaces, playing fields, or structures, that is located within Hampton Place or one of the local planning areas identified in Schedule "C" to the Official Community Plan for Electoral Area A and that is constructed in whole or in part using funds from the Community Amenity Charge but shall specifically exclude roads and walkways.

- 1.1.4. The Naming Committee may recommend to the President that a facility be named to reflect its use (for example, the General Services Administration Building); or to honour someone associated with the University (for example, the Henry Angus Building); or to recognize a donor (for example, the Kinsmen Laboratory for Neurological Research). Where the Campus Facility in question is a Neighbourhood Amenity, any recommendation of the Naming Committee and any recommendation of the President to the Board of Governors shall include a statement as to whether the Chair of the Board of Directors of the University Neighbourhoods Association or the Director of the University Neighbourhoods Association designated by the Chair for this purpose, as the case may be, supports or opposes the recommendation.
- 1.1.5. If the President accepts the recommendation of the Naming Committee, the President will forward the recommendation to the Board of Governors for approval.
- 1.2. Internal approval for new names for Campus Facilities in Class 2 is to be secured as follows:
 - 1.2.1. Campus and Community Planning will seek the recommendations of:
 - (a) the Responsible Executive;
 - (b) the Vice-President Development and Alumni Engagement,
 - (c) the Vice-President who has responsibility for the use or functional purpose of the facility, such as, for example, the Provost and Vice-President Academic in the case of the Irving K. Barber Learning Centre and the Deputy Vice-Chancellor, UBC Okanagan for a Class 2 Campus Facility located at the UBC Okanagan campus; and
 - (d) if the name relates to academic space that is functionally related to a specific Faculty, the Dean of that Faculty.
 - 1.2.2. If all of the persons identified in Article 1.2.1 recommend that the naming proposal be approved, Campus and Community Planning will forward the proposal to the President for approval. If any applicable approvals from the provincial government are still outstanding, the approval of the President will be subject to such government approvals being secured.
- 1.3. Internal approval for new names for Campus Facilities in Class 3 is to be secured as follows:
 - 1.3.1. Campus and Community Planning will seek the recommendation of:
 - (a) the appropriate Dean for facilities which are functionally related to a specific Faculty; or
 - (b) the appropriate Vice-President for facilities outside the Faculties.
 - 1.3.2. If the person identified in Article 1.3.1 recommends that the naming proposal be approved, Campus and Community Planning will forward the proposal for approval to:
 - (a) the Responsible Executive,
 - (b) the Vice-President Development and Alumni Engagement; and
 - (c) in the case of a Class 3 Campus Facility at the UBC Vancouver campus, the Provost and Vice-President Academic, or in the case of a Class 3 Campus Facility at the UBC Okanagan campus, the Deputy Vice-Chancellor, UBC Okanagan.

If any applicable approvals from the provincial government are still outstanding, the approval of the executives listed above will be subject to such government approvals being secured.

- 1.4. Approval for new names for Campus Facilities in Class 4 is to be secured as follows:
 - 1.4.1. Where the marker will be indoors, Campus and Community Planning will seek the recommendation of:
 - (a) the Vice-President, Development and Alumni Engagement; and
 - (b) if the marker will be located within academic space that is functionally related to a specific Faculty, the Dean of that Faculty.
 - 1.4.2. Where the marker will be outdoors, Campus and Community Planning will seek the recommendation of:
 - (a) the Vice-President Development and Alumni Engagement;
 - (b) the Associate Vice-President Campus Community and Planning; and
 - (c) the Managing Director, Infrastructure Development for a marker at UBC Vancouver or the Associate Vice-President, Administration and Finance, UBC Okanagan for a marker at UBC Okanagan.
 - 1.4.3. If the persons identified in Article 1.4.1 or Article 1.4.2, as the case may be, recommend that the naming proposal be approved, Campus and Community Planning will forward the proposal to the Naming Committee for approval.