PROCEDURE FOR POLICY 1.44 – Approval of Honorific Naming

Governing Policy: Policy 1.44 - Namings

Sections: Overview; Definitions; Scope; Procedure; Approvals

Responsible Officer: Vice-President (Western Advancement)

Responsible Office: Western Advancement

Effective Date: June 26, 2025

Supersedes: (New)

OVERVIEW

The purpose of this Procedure is to provide clear instruction on how to obtain approval for honorific Namings that comply with this policy.

DEFINITIONS

The defined terms in this Procedure have the same meaning as in Policy 1.44 - Namings.

SCOPE

This Procedure applies to the authority to approve an honorific Name to which the Policy applies.

PROCEDURE

1. All Approvals

1.1 No person or unit within the University may give a Name to a University Asset unless the Naming has been approved in accordance with the Policy and this Procedure.

1.2 Changes to a Naming must proceed through the same process as a new Naming.

1.3 A proposed honoree must have rendered outstanding service, have earned a national or international reputation for excellence, or have achieved a unique distinction that warrants recognition.

1.4 Individuals contemplating or recommending a Naming opportunity to recognize outstanding service, excellence, or distinction should consult first with Donor Experience in Western Advancement for information and advice.

1.5 If a Naming proposal is to proceed, a written description of the proposed honorific Naming shall be submitted to Donor Experience in Western Advancement.

1.6 Western Advancement will conduct due diligence through a reputational risk assessment to reasonably assure the Board or its delegate(s) that any Entity to be recognized through a Naming is of sound reputation and that the proposed Name complies with the Policy.

1.6.1 Due diligence is formally documented through a reputational risk assessment upon request or for Namings of academic positions.

1.6.2 Review and approval of risk assessment is completed by:

- Executive Director, Donor Experience
- Faculty Dean, for faculty designations
- Vice-President (Western Advancement)
- Provost and Vice-President (Academic), for academic positions
- Vice-President (Research), for research designations

1.6.3 Risk assessment with necessary signatures is stored by Donor Experience in Western Advancement

1.7 A written description of the proposed honorific Naming, along with the outcomes of the due diligence process, will be forwarded to the Vice-President (Operations & Finance) by Donor Experience in Western Advancement.

1.8 The Vice-President (Operations & Finance) will review and bring forward recommendations to the President & Vice-Chancellor to endorse the honorific Naming.

1.9 If endorsed by the President & Vice-Chancellor, Naming proposals will be included in the next scheduled Fundraising and Donor Relations Committee (FDRC) meeting.

1.10 The FDRC will review the proposed honorific Naming and determine whether to recommend the honorific Naming to the Board. The decision will be recorded in the minutes of the committee meeting. Naming recommendations will be included in the next scheduled Board meeting.

1.11 The Board will review the honorific Naming recommendation from the FDRC. The authority to approve the honorific Naming rests with the

Board and the decision will be recorded in the minutes of the Board meeting. This will act as the official record of decision with respect to the Naming.

Last Reviewed: June 2025