

POLICY 1.9 – Naming of Campus Buildings, Physical Structures and Space

Policy Category: General
Effective Date: January 24, 2008
Supersedes: March 27, 1997

POLICY

- 1.00 The following policy shall govern the naming of campus buildings and roads including any room, area, part of a building or space on campus. The use of geographical names for residences and roads may be perpetuated, bearing in mind that existing campus roads are named for counties in southwestern Ontario; however, names of persons or entities may be used to designate any buildings or space.
- 2.00 The Fund Raising & Donor Relations Committee (FRDRC) may give prior approval on behalf of the Board of Governors to naming opportunities within a building or other spaces connected with major University fund raising campaigns for discussion with potential donors.

PROCEDURE

- 3.00 Proposals or recommendations with respect to the naming of a campus building, building component or space shall be forwarded to the Vice-President (University Advancement) for onward transmission to the Fund Raising & Donor Relations Committee and supporting data should be included.
- 4.00 The Fund Raising & Donor Relations Committee of the Board has overall responsibility for the approval of suitable names as may be recommended and for making recommendations to the Board where warranted. For naming proposals for building components, the Committee's authority is delegated to a subcommittee comprised of the Chair of the Fund Raising & Donor Relations Committee, the Chair of the Property & Finance Committee and the President. Such approvals will be reported on a regular basis for information to the Board through the FRDRC. At its discretion, the subcommittee may determine that a particular proposal should be forwarded to the full FRDRC for approval.
- 5.00 Proposals to name buildings will be considered by the full Fund Raising & Donor Relations Committee for recommendation to the Board.
- 6.00 Where the Fund Raising & Donor Relations Committee has given prior approval to naming opportunities connected with major University fund raising campaigns, the appointed fund raisers may discuss such opportunities with potential donors and the President may authorize advance public announcements of proposed namings, subject in all cases to final approval by the Board of Governors according to the policy and procedure stated above.