

Office of Administration:

Office of the Chief Advancement Officer

Approval Authority:

- 4.1 All proposals of naming University spaces and academic entities in recognition of distinction or benefaction will follow the following procedure:

Where a naming is proposed within the context of a single academic division or department of the University, the proposal should first have the approval of the appropriate authority within that division or department.

University Advancement will consult with the Provost and Vice-President Academic on academic naming opportunities and the Vice-President Research on research naming opportunities.

University Advancement will directly recommend all other major philanthropic naming opportunities directly to the President.

The proposed name will also be forwarded to the Chief Advancement Officer, who shall make a determination whether the proposed naming conforms to this Policy.

All proposals of naming for distinction or benefaction will be forwarded to the President's Office normally allowing ten working days for the approval process.

The President's Office will consult the Chair and Vice-Chair of the Board to gain approval on behalf of the Board.

- 4.2 All donor recognition commitments shall be set out in an Agreement to be signed by the donor or their representative and the relevant University signing authority.

This Agreement shall detail the specific asset(s) to be named, the agreed time period for naming, the agreed name for the asset and details of signage relating to the asset.

- 5.1 If the President deems the proposal has sufficient merit, the naming will be approved as outlined below.

5.1.1 Board approval will be required for the naming of University spaces and academic entities. A committee composed of the Chair and Vice-Chair of the Board and the President will ordinarily give such approval on behalf of the Board.

5.1.2 The above committee will send a confidential notice to all voting members of the Board for comment. The Chair of the Board shall have the authority to require that any proposal that has been objected to by a member of the Board, be referred to all voting members of the Board for a final decision.

If no objections are received, the above-mentioned committee can give approval on behalf of the Board. Names approved by the above committee or by the President will be reported to the Finance and Property Committee for information.

5.2 All proposals of naming, or the changing of a name, of University spaces in the absence of recognition of distinction or benefaction will follow the following procedure:

The proposed name must be brought to an administrative committee consisting of representatives from Facilities, Marketing and Advancement.

A name recommended by this committee is then brought to the Chief Advancement Officer and Vice-President, Finance & Administration for their approval who will then

Gift Acceptance Policy
Policy on Signing Authorizations

[Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F.31](#)