



SUBJECT: NAMING

1. Purpose

- 1.1 UNBC reserves the right to name scholarships, bursaries, fellowships, professorships, rooms, buildings, roads or other such items in honour of individuals or corporations who have made a significant contribution to the University, financial or otherwise, or in such other manner as may from time to time be deemed to be appropriate.
- 1.2 Naming in honour of benefactors shall be in recognition of substantial donations or bequests made to UNBC in accordance with the terms and conditions of the UNBC Donor Recognition Policy and Procedures.
- 1.3 Naming in recognition of service to the University will be exceptional and will be an honour extended only to those considered to be the most deserving of recognition.
- 1.4 Naming for other purposes, except functional designations (e.g., Residence 1, the Library), shall be as determined to be appropriate by the University Senate and Board of Governors.

2. Scope

This policy is applicable university-wide.

3. Authority

The Development Office, Registrar and President, are responsible for the administration of this policy. The ultimate authority for the policy rests with the Board of Governors.

4. Naming in Honour of Benefactors

- 4.1 Naming will be in addition to other forms of donor recognition including letters of thanks, ceremonies, plaques, donor club memberships, recognition gifts, etc.
- 4.2 The Development Office, acting within the parameters established and maintained by the University Advancement Committee and the Board, will recommend to the President or his/her designate for approval the naming of scholarships, professorships, rooms, buildings or other such items where a donation or bequest of sufficient value has been made to the University, and where the donor or his/her delegate agrees.
- 4.3 The Development Office will actively work with donors to ensure that the names selected for items designated for naming are appropriate and in keeping with the stature and profile of UNBC.
- 4.4 The President, or such an officer of the University as the President may designate, shall evaluate and approve recommendations for naming made by the Development Office.

4.5 Where there is uncertainty regarding a proposal for naming, either within the Development Office or on the part of the President or her/his delegate, the matter will be referred to the University Advancement Committee for advice.

4.6 The schedule of minimum donations for purposes of naming (see Appendix 1) must be followed unless exemption is specifically granted by the Board of Governors on the recommendation of the President. The schedule shall be reviewed annually by the Development Office, based on comparisons with similar schedules for comparable Canadian universities, revised from time to time by the University Advancement Committee, and submitted to the Board for information.

5. Naming in Recognition of Exceptional Service

5.1 Naming will be for the purpose of honouring former faculty or staff members, former Chancellors, Board members or other volunteer members of the University community, or such other persons who have either made exceptional contributions to the development and status of the University, or for whom the University deems it appropriate to recognize in memoriam.

5.2 Proposals for the honorific naming of scholarships, professorships, rooms, buildings or other such items shall be directed to the President (Chair of Senate) or Registrar (Secretary of Senate) for referral to the Senate Committee on Honorary Degrees & Other Forms of Special Recognition.

5.3 Prior to referring proposals to the Senate Committee, the President or Registrar shall seek the written opinion of the Development Office as to whether the item proposed for naming has a high potential for donation and if it should be reserved for donor recognition.

5.4 The President or Registrar shall refer the proposal for honorific naming to the Senate Committee on Honorary Degrees & Other Forms of Special Recognition for recommendation to Senate. Only positive recommendations shall be forwarded to Senate.

5.5 Senate shall consider recommendations on honorific naming in closed sessions and make recommendations to the Board of Governors. Only positive recommendations shall be forwarded to the Board.

5.6 The Board shall determine the honorific naming at its discretion based on the originating proposal and the recommendation of Senate.

6. Naming for Other Purposes

6.1 Naming will be for purposes of distinguishing a scholarship, professorship, room, building or road or other such item in other than a purely functional description, but not for recognition of a donor or in honour of an individual, group or corporation.

6.2 Proposals for naming shall be directed to the President (Chair of Senate) or the Registrar (Secretary of Senate) for referral to the Senate Committee on Organization and Rules.

- 6.3 Prior to referring proposals to the Senate Committee, the President or Registrar shall seek the written opinion of the Development Office as to whether the item proposed for naming has a high potential for donation and if it should be reserved for donor recognition.
- 6.4 The President or Registrar shall refer the proposal for naming to the Senate Committee on Organization and Rules for recommendation to Senate. Positive recommendations shall be forwarded to Senate for resolution: negative decisions shall be forwarded to Senate for information.
- 6.5 Senate shall consider recommendations on naming in open sessions and make recommendations to the Board of Governors. Only positive recommendations shall be forwarded to the Board.
- 6.6 The Board shall determine the naming at its discretion based on the originating proposal and the recommendation of Senate.
- 6.7 Renaming
- 6.8 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 circumstance, the University reserves the right to change the form of name recognition in consultation with the donor or the donor's survivors.
- 6.9 When name recognition has been extended in recognition of exceptional service or for other purposes, the Board of Governors at its sole discretion can change or remove the name recognition.

APPENDIX 1

Schedule of Minimum Donations for Naming

8.	Scholarships, Bursaries, Prizes and Awards		
8.1	Annual Contribution		
	Scholarship/Bursary		1,000
	Research Award		1,000
	Prize		200
1.2	Endowment		
	Scholarship/Bursary	20,000	
	Research Award		20,000
	Prize		4,000
9.	Chairs, Professorships, Fellowships		
2.1	Annual Contribution		
	Graduate Student Fellowship	2,500	
	Faculty Fellowship	10,000	
	Professorship		50,000
2.2	Endowment		
	Graduate Student Fellowship	50,000	
	Faculty Fellowship	200,000	
	Professorship		1,000,000
	Chair		2,000,000
10.	Library, Science Equipment etc.		
3.1	Endowment		
	Library Fund		10,000
	Equipment Grant		*20,000
11.	Buildings and Facilities		
4.1	Major Gift		
	Office, Reading, Science Room		20,000
	Seminar Room		50,000
	Conference, Classroom Laboratory		100,000
	Entrance Way, Foyer, Hallway,		500,000
	Roadway Small Building or		**1,000,000
	Facility		**2,000,000
	Mid-Sized Building or		**5,000,000
	Facility Large Building or		
	Facility		

- Equipment grants must cover at least 50% of the cost of equipment
- ** For a building or major facility to be named after a donor, the donation must cover at least 33% of the cost of the building or facility. Examples of small, mid-sized and large, high profile buildings are the Daycare Centre, Library Reading Room, and Conference Centre respectively.