



The following Motions and Documents were considered by the Board of Governors at its February 8, 2013 meeting:

Agenda Title: **Proposed Revisions to the UAPPOL Centres and Institutes Policy**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and GFC Executive Committee, approve the proposed changes to the UAPPOL Centres and Institutes Policy, as submitted by the Office of the Provost and Vice-President (Academic), and as set forth in Attachment 1, with proposed changes to take effect upon final approval.

Final Item: 4.1

Agenda Title: **Proposal for Non-Departmentalized Status for the University of Alberta's School of Public Health**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the proposal for a non-departmentalized structure for the University of Alberta's School of Public Health, as submitted by the Interim Dean of the School of Public Health (on behalf of the School), and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 4.2

Agenda Title: **Naming Policy**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board University Relations Committee approve the revised Naming Policy Suite in UAPPOL, as set forth in attachment 1, to take effect upon final approval.

Final Item: 5.1

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the UAPPOL Centres and Institutes Policy**

Motion: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and GFC Executive Committee, approve the proposed changes to the UAPPOL Centres and Institutes Policy, as submitted by the Office of the Provost and Vice-President (Academic), and as set forth in Attachment 1, with proposed changes to take effect upon final approval.

Note: The changes to the Academic Centres and Institutes Establishment Procedure were approved by the General Faculties Council (GFC) Executive Committee, under delegated authority of GFC, at its meeting on December 3, 2012. The procedure is included for information only.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Murray Gray, Vice-Provost and Associate Vice-President (Research) and Chair, Centres and Institutes Committee (CIC)
Subject	Revisions to the Centres and Institutes Policy (as set out in the University of Alberta Policies and Procedures On Line (UAPPOL))

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To approve changes to the UAPPOL Centres and Institutes Policy. Some changes are editorial. More substantial changes include revisions related to alignment with the University of Alberta vision and mandate, Faculty and University priorities, demonstration of excellence and sustainability, and reserved use of the words “Centre” and “Institute” by GFC.
The Impact of the Proposal is	See ‘Purpose’.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Centres and Institutes Policy
Timeline/Implementation Date	Upon final approval
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> (Learning, Discovery and Citizenship; Transformative Organization and Support) and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA) : The <i>PSLA</i> gives the Board of Governors the authority to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta” (Section 60(1)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over “academic affairs” (Section 26(1)) and can “make recommendations to the board with 1. respect to affiliation with other institutions” (Section 26(1)(o)). [...]

Item No. 4.1

2. GFC Executive Committee Terms of Reference (Section 3 (Mandate of the Committee)):

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.

[...]

3. GFC Policy: Section 3, GFC Executive Committee Terms of Reference (Mandate of the Committee), states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.

1. Urgent Matters: The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent.

2. Routine Matters: Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.

[...]

4. Board Learning and Discovery Committee (BLDC) Terms of Reference (3. Mandate of the Committee): “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

[...]

b. review, provide feedback and approve teaching and research policies;

Item No. 4.1

	<p>c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters; [...]</p> <p>f. review and provide recommendations on the University’s enterprise-wide risks and risk measures related to the Committee mandate; [...]</p> <p>j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University; [...].</p> <p>The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research); Vice-Provosts’ Meeting; Centres and Institutes Committee; President’s Executive Committee – Operations
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (December 3, 2012) – for recommendation to the Board of Governors (Centres and Institutes Policy revisions) and for final approval (associated Academic Centres and Institutes Procedure); Board Learning and Discovery Committee (January 28, 2013) – for recommendation to the Board of Governors (Centres and Institutes Policy revisions only); Board of Governors (February 8, 2013) – for final approval (Centres and Institutes Policy revisions only)
Final Approver	See ‘Approval Route’.

Attachments:

1. Centres and Institutes Policy (Proposed) Changes (3 pages) – **for approval**
2. Academic Centres and Institutes Establishment Procedure (4 pages) – **for information** (the Procedure was approved by the General Faculties’ Council (GFC) Executive Committee with delegated authority from GFC on December 3, 2012)

Prepared by: Cindy Watt, Committees Manager, Office of the Provost and Vice-President (Academic)
cindy.watt@ualberta.ca

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

Centres and Institutes Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	Board of Governors and General Faculties Council
Scope:	Compliance with University policy extends to all members of the University community.

Overview

There are two types of **centres** and **institutes** governed by this policy: **academic centres and institutes** and **affiliated centres and institutes**.

The Government of Alberta's *Post-Secondary Learning Act* gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta" (section 60(1)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over "academic affairs" (section 26(1)) and can "make recommendations to the board with respect to affiliation with other institutions" (section 26(1)(o)).

Purpose

This policy addresses academic and affiliated centres and institutes at the University of Alberta, in accordance with the University's mission.

POLICY

1. ACADEMIC CENTRES AND INSTITUTES

The University of Alberta may create academic centres and institutes which shall engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.

Each academic centre or institute will report to a Dean, except in exceptional circumstances and at the discretion of the Provost when an academic centre or institute may report directly to a Vice-President.

The Provost and Vice-President (Academic) shall have final authority in determining whether an academic centre or institute falls under this policy.

Academic centres and institutes shall highlight a department's, a Faculty's, and/or the University's ~~expertise~~ **research and scholarly excellence** in an area.

AFFILIATED CENTRES AND INSTITUTES

The University of Alberta shall enter into affiliation agreements with third parties to create affiliated centres or institutes that engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.

~~All affiliation agreements for centres and institutes will be entered into in the name of the Governors of the University of Alberta and the Governors delegate final approval for all such affiliation agreements to the President's Executive Planning Committee — Operations (PEC-O). All affiliation agreements for centres and institutes will be entered into in the name of the Governors of the University of Alberta and will be executed in accordance with the Contract Review and Signing Authority Policy. The Governors delegate final approval for all affiliation proposals to the President's Executive Committee -Operations (PEC-O)."~~

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2.

Prior to entering into an affiliation agreement, appropriate advice will be sought from the Office of General Counsel and Risk Management Services.

The formal affiliation agreement must include the critical elements outlined in the *Affiliated Centres and Institutes (Appendix A) Agreement Requirements* and will ensure the risk to the University has been minimized.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<p>Centres</p>	<p>A centre normally engages in study, research or other academic focus on a specific area of interest that is defined closely at its creation and would normally incorporate a commitment to conduct its activities beyond the scope of a single discipline.</p> <p>Centres are units or bodies not normally founded solely to conduct a research project before disbanding. They are to be distinguished from units called “centres” that do not have a mandate to engage in scholarship, for example units such as the Sexual Assault Centre or buildings such as the Van Vliet Physical Education and Recreation Centre.</p> <p>Centres often exist within the mandate of a single Faculty.</p>
<p>Institutes</p>	<p>An institute normally is broader in scope than a centre and engages in interdisciplinary and multidisciplinary research into a major area of interest to one or multiple Faculties.</p> <p>Institutes are entities not normally founded solely to conduct a research project before disbanding.</p> <p>Normally, an institute shall engage in multiple initiatives simultaneously and engage the talents of several different experts.</p>
<p>Academic Centre or Institute</p>	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the</p>

	<p>process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
Affiliated Centre or Institute	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
Research Project	<p>A research project exists to fulfill the obligations of the funding grant, and as such, has a beginning and end date. The Principal Investigators within the research project are University of Alberta researchers.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

RELATED LINKS

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[Academic Centres and Institutes](#) (University of Alberta)

[Naming Policy](#) (University of Alberta)

[Contract Review and Signing Authority Policy](#) (University of Alberta)

[Post-Secondary Learning Act](#) (Government of Alberta)

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Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Academic Centres and Institutes Establishment Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	GFC Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure applies to all **academic centres and institutes**. It does not apply to **affiliated centres and institutes**, nor shall it apply to research consortia that are created to fulfill the mandate of a research grant.

Purpose

To outline the University's requirements for establishing academic centres and institutes.

PROCEDURE

1. PROPOSAL

~~The proposal to establish an academic centre or institute must define its vision and purpose, explain the need for the unit within the priorities of the Faculty and/or University, and demonstrate that the proposed Centre/Institute does not duplicate other efforts at the University. Centres and Institutes are expected to position the University of Alberta as a national and international leader, therefore, the proposal must demonstrate the established or emerging excellence of the group of faculty involved, and the qualifications of the proposed director, must be demonstrated, because Centres and Institutes are expected to position the University of Alberta as a national and international leader. The benefits and risks to the University must be presented, and support from partners within and outside the University must be documented.~~

~~4.—A University of Alberta Template for Proposals to Establish New Academic Centres and Institutes can be accessed from Forms (below). Proposals will be written using the template provided which will be and be submitted to the Office of the Provost and Vice-President (Academic) for assessment. Proposers are encouraged to consult the Office of the Provost and Vice-President (Academic) in advance of drafting a proposal. All proposals for the establishment of academic centres and institutes should normally contain the following:~~

- ~~a) The name and detailed purpose of the unit and the name and signature of the Reporting Dean;~~
- ~~b) A statement of the priority of the unit within the overall priorities of the Faculty and/or University, and a statement of the benefits the University of Alberta could expect to receive through the creation of the academic centre or institute;~~

~~A description of governance structure and reporting lines (including a diagram of organizational structure).~~

- ~~c) A statement of the role and qualifications of the **centre/institute lead** and/or the chief administrative officer, if applicable, of the proposed academic centre or institute;~~
- ~~d) A statement of the employment status of those working for the proposed academic centre or institute (i.e., are they University of Alberta employees?);~~
- ~~e) A detailed budget with projections over three to five years;~~
- ~~f) Physical space requirements;~~
- ~~g) Letters of support from relevant on- and off-campus sources, including from each of the Deans of all Faculties affiliated with and affected by the proposed academic centre or institute;~~
- ~~h) An exigency plan for termination of the academic centre or institute: if physical and/or financial resources will remain upon termination, a plan for consultation with donors or agencies associated with the centre or institute must be included in the termination plan.~~
- ~~i) A clear definition of the status of the academic centre or institute as a University unit or body or a University/partner unit or body;~~
- ~~j) If applicable, any agreements and/or memoranda of understanding between the University of Alberta and its partner(s) to establish, fund, and operate the academic centre or institute;~~
- ~~k) A provision for annual reporting to the Reporting Dean or Vice-President and a provision for an annual declaration to the Office of the Provost and Vice-President (Academic);~~
- ~~l) A provision for strategic and operational review, to occur no less frequently than every five years, and a clear statement of who shall perform such reviews;~~
- ~~m) A statement of potential risks inherent in the activities of the proposed academic centre or institute and what steps would be taken to address them;~~
- ~~n) A statement of provision for dealing with intellectual property;~~
- ~~o) An outline of the centre or institute's academic contributions to the University.~~

Questions to CIC:

2. ESTABLISHMENT

All proposals for establishment of academic centres and institutes shall be submitted initially to the Provost and Vice-President (Academic) for assessment. Proposals deemed to be in good order will be forwarded by the proposer(s) to the GFC Academic Planning Committee (APC) for final approval.

When the University of Alberta forms a partnership with another entity in creating an academic centre or institute, full approval processes must be followed with all partner entities prior to operation.

The use of the words “Centre” and “Institute” are reserved by GFC, therefore, initiatives shall not use these words in public documentation prior to Proposed academic centres and institutes shall not operate prior to receipt of notice of approval.

All academic centres and institutes operating but not approved by APC shall come into compliance immediately or be considered for closure cease to use the reserved titles of titles-“Centre” or “Institute”.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<p>Academic Centre or Institute</p>	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta . An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or Institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
<p>Affiliated Centre or Institute</p>	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
<p>Reporting Dean</p>	<p>The Dean of the Faculty to which a centre or institute reports. In the case where multiple Deans are associated with a centre or institute, one Dean will be deemed to be the reporting Dean.</p>
<p>Centre/Institute Lead</p>	<p>The individual responsible for overall reporting for a centre or institute.</p>
<p>Control</p>	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

FORMS

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RELATED LINKS

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[UAPPOL Naming Policy](#) (University of Alberta)

[UAPPOL Contract Review and Signing Authority Policy](#)

[Post-Secondary Learning Act \(Government of Alberta\)](#)

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OUTLINE OF ISSUE

Agenda Title: **Proposal for Non-Departmentalized Status for the University of Alberta’s School of Public Health**

Motion: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the proposal for a non-departmentalized structure for the University of Alberta’s School of Public Health, as submitted by the Interim Dean of the School of Public Health (on behalf of the School), and as set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	The School of Public Health Faculty Council
Presenter	Dr Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Dr Lory Laing, Interim Dean, School of Public Health
Subject	Non-departmentalized structure for the School (Faculty) of Public Health

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To change the School (Faculty) of Public Health from a Faculty organized around two academic units (the Department of Public Health Sciences and the Centre for Health Promotion Studies) to a non-departmentalized structure.
The Impact of the Proposal is	To promote a culture of a collaborative Faculty from a variety of academic disciplines with a common focus on graduate education and research in public health.
Replaces/Revises (eg, policies, resolutions)	This change would eliminate the Department of Public Health Sciences (PHS) and the position of Chair of PHS. It would change the focus of the Centre for Health Promotion Studies (CHPS) and the role of the Director of CHPS to that of a research and engaged scholarship unit within the Faculty (School of Public Health).
Timeline/Implementation Date	Immediately upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning (Section 26(1)(o)).</p> <p>2. GFC Academic Planning Committee (APC) Terms of Reference/3. Mandate of the Committee:</p> <p>“1. Planning and Priorities To recommend to GFC and/or the Board of Governors on planning and priorities with respect to the University's longer term academic, financial, and facilities development. (GFC 29 SEP 2003)</p>

2. Units

a. Subject to Article 32 of the Faculty Agreement, to recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments or Schools. (Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.)

[...]

14. Other

a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.”

3. General Faculties Council (GFC) Terms of Reference/3. Mandate of the Committee;

“Powers Retained by General Faculties Council

All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)

The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...] those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University[.] [...]”

4. Board Learning and Discovery Committee (BLDC) Terms of Reference:

“3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

[...]

4. LIMITATIONS ON DELEGATION BY THE BOARD

This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in

Item No. 4.2

	paragraph 3, the Board shall make all decisions with respect to: a. the establishment, continuation, reorganization or abolition of faculties, schools and departments[.] [...]”
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	An Interim Dean’s task force was formed in July, 2012 and asked to consult with faculty, staff, and students in the School of Public Health and come back to Faculty Council with a recommendation for the best organizational structure for fulfilling the School’s mission, functions, and responsibilities, taking into account all input received from the School’s community. The Task Force consulted through an on-line communication forum, in-person consultation, meetings, and forums. At the November 23, 2012 Faculty Council meeting, the Interim Dean’s Task Force on the Administrative Structure for the School of Public Health presented the results of their consultation and put forward a recommendation that the School (Faculty) become non-departmentalized. Subsequently, an electronic vote was conducted which concluded at 4:30 pm on November 30, 2012. Thirty-nine people were eligible to vote. The results of the vote were: in favour – 24; opposed - 6, abstaining - 0.
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (January 16, 2013) – for recommendation; General Faculties Council (January 21, 2013) – for recommendation; Board Learning and Discovery Committee (January 28, 2013) – for recommendation; Board of Governors (February 8, 2013) – for final approval
Final Approver	Board of Governors

Attachment:

1. Proposal for the University of Alberta’s School of Public Health to Become a Non-departmentalized Faculty (6 pages)

Prepared by: Lory Laing, Interim Dean, School of Public Health, lory.laing@ualberta.ca

3rd Floor, Edmonton Clinic Health Academy
Edmonton, Alberta, Canada T6G 2T4
lory.laing@ualberta.ca
www.publichealth.ualberta.ca

November 30, 2012

To: Dr. Martin Ferguson-Pell, Acting Provost

From: Dr. Lory Laing, Interim Dean

Re: Request for approval for the School of Public Health to become a non-departmentalized Faculty

As a result of a recommendation made by the Academic Unit Review in its report on the School of Public Health in June 2012, that the School of Public Health consider becoming a non-departmentalized faculty, the SPH has been examining this suggestion through a thorough and inclusive consultation beginning in August 2012. The culmination of the consultation process was a vote on November 30, 2012 that overwhelmingly supported a motion that: The School of Public Health become a non-departmentalized faculty. I am now seeking your approval for this change. If you provide your approval, I understand that the proposed change to our structure will then need to be approved by University of Alberta governance.

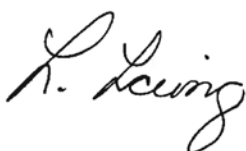
As background information to the final motion approval, I have attached a summary of the process. This began with me forming an interim dean's task force to lead the discussions. The task force was composed of the following people:

Dr. Yutaka Yasui, Professor, Department of Public Health Sciences, chair of the task force
Dr. Dev Menon, Professor, Department of Public Health Sciences
Dr. Kim Raine, Professor, Centre for Health Promotion Studies
Mr. Bob Sadler, Assistant dean (administration)
Ms. Karyn Gibbons, School administrator
Ms. Krystina Kongats, SPH student
Professor John Law, Vice-dean, Faculty of Law

The task force held extensive discussions with faculty, staff and students. They presented their recommendation and rationale at the Nov. 23, 2012 SPH Town Hall. After the Town Hall discussion, a motion was proposed and seconded. Rather than vote at the Faculty Council on Nov. 23, we chose to conduct an electronic vote so that all members of faculty council would be able to vote (even those unable to attend the Nov.23 meeting).

Attachments

Cc School of Public Health Executive Management Committee





Office of the Dean

3-300 Edmonton Clinic Health Academy, 11405 – 87 Ave
Edmonton, Alberta, Canada T6G 1C9

Tel: 780.492.9954
Fax: 780.492.0364
www.publichealth.ualberta.ca

Date: December 20, 2012

To: Mr. Garry Bodnar

From: Lory Laing, Interim Dean

Cc: Ms. Marion Haggarty-France
Von Whiting

Re: Request for University of Alberta governance approval to change the School of Public Health to a nondepartmentalized faculty

AS a result of a recommendation from the School of Public Health Academic Unit Review, and a subsequent Interim Dean's task force consultation, the Faculty Council of the School of Public Health approved the following motion on November 30, 2012:

That the School of Public Health become a nondepartmentalized faculty:

We are now seeking GFC APC approval for this change.

Attachments:

Memo to the Provost from the interim dean
Background to the request

Background to the request for the School of Public Health to become a non-departmentalized faculty

The School of Public Health is the newest faculty at the University of Alberta, established in 2006. It has spent the past 6 years working to develop as a cohesive academic unit dedicated to promoting and protecting health, preventing disease and injury across Alberta, Canada and around the world. Between 2009 and 2012 the faculty worked hard to document how we meet or exceed the requirements for accreditation by the Council on Education for Public Health (CEPH- the only accrediting body for schools and programs of public health in the world). The faculty has recently achieved the distinction of becoming the first accredited School of Public Health in Canada, the second outside of the US and the 50th in the world.

The School of Public Health, as faculty solely devoted to public health, is now poised to take a leadership role in public health education, research and engaged scholarship in Alberta and Canada.

Context:

- The SPH is a relatively small faculty, with about 40 faculty members (although there are numerous adjunct faculty). The faculty members have a wide variety of disciplinary backgrounds (including social scientists, natural scientists, and statisticians) The faculty complement includes people engaged in community participatory research as well as laboratory scientists. Despite the diversity of backgrounds, all are committed to improving and protecting the health of the population.
- The SPH has one department (Public Health Sciences with 35 faculty members) and two centres (Centre for Health Promotion Studies with 5 faculty members and Alberta Centre for Injury Control and Research with a single faculty director). The two centres are treated quite differently. The ACICR is part of the SPH and reports operationally to the dean of the SPH, but is funded by public funds through a grant from Alberta Health and Wellness and is accountable to the injury stakeholders and the citizens of Alberta.
- The CHPS has been considered as a department similar to the department of PHS, based on the history of having two masters degrees in health promotion. The CHPS was formed in 1996 and prior to being brought under the administrative structure of the SPH was accountable to the Health Sciences Council (HSC).
- The two departments are imbalanced in size (one has 35 members the other 5). Both departments have numerous adjunct faculty members who make important contributions to the SPH, but who do not have the same investment in SPH governance.
- When the SPH was formed in 2006 the department of PHS offered two masters degrees (MPH and MSc) as well as a PhD. The CHPS (department) offered two masters degrees (MPH and MSC).
- Since 2006 the SPH has chosen to offer the degrees, MPH, MSC, and PhD (not the departments)
- The SPH has a single budget that resources all of the activities of the faculty. When the SPH was formed budget allocations were made initially to 'offset' some of the costs of doing business by the CHPS¹.

¹ Initially the CHPS was permitted to charge higher fees on both campus and distance courses as either an alternative delivery fee or a "new program fee"? (*not sure of the wording here*) Once all students in the

- The SPH was formed by bringing together the two departments that both had a focus on public health. One of these departments, as recognized by the University governance with a chair who conducted faculty evaluations of faculty members for the FEC process mandated by the faculty agreement. The other department had reported to the health sciences council. While the CHPS (department) was under the jurisdiction of the HSC, the director did not conduct FEC evaluations. Faculty members in the CHPS were evaluated by a 'home' faculty FEC process.
- The decision to function with administrative heads of the two departments as part of the School management team initially served to recognize the teaching, research and engaged scholarship approaches historically taken by each unit. This approach preserved the historical practices of each unit; including how applicants were reviewed, how students were mentored, how teaching was assigned, how research was supported, and partnerships with key external partners were maintained.
- As the SPH evolved new procedures and policies (student services were centralized), education committees were established, research services and oversight were centralized) there was some progress made towards the SPH as a faculty focus on teaching, research and engaged scholarship.
- Each department has been responsible for determining student enrollment each year. There has been no faculty wide principles or procedures for determining student enrollment that is tied to teaching capacity.
- As the SPH has evolved and matured, maintaining separate administrative roles that essentially duplicate each other, in relation to curriculum review, admission decisions, student services, and faculty development has become problematic. For example, finding faculty from the smaller department (CHPS) to sit on faculty committees is difficult/impossible. It has become increasingly clear that the CHPS faculty and students represent one area of substantive specialization amongst 6 within the SPH.
- While the common culture and organization of the SPH has developed, the maintenance of two unbalanced departments becomes less supportable.
- The Academic Unit Review report submitted in June, 2012 recommended that the School of Public Health consider:
 - "Alternatives to revise the current organizational structure should be considered to promote a culture of a collaborative UASPH including the possibility of having non-departmentalized faculty.
 - The UASPH should eliminate the departmental structure (CHPS and PHS) to unify faculty, increase opportunities for teaching and research collaboration, and align degree requirements across specializations."

The decision to become non-departmentalized:

In July, 2012 the interim dean formed a task force to consult with faculty, staff and students in the SPH, and come back to faculty council with a recommendation for the best organizational structure for fulfilling our mission, functions, and responsibilities, taking into account all input received from the SPH community.

The task force included the following people:

SPH were taking the same courses no differential fee was charged based on what program the students were enrolled in. This led to a shortfall in how the CHPS was supporting itself.

- Yutaka Yasui, professor, Department of Public Health Sciences (task force chair)
- Karyn Gibbons, school administrator, Office of the Dean
- John Law, vice-dean, Faculty of Law
- Dev Menon, professor, Department of Public Health Sciences
- Kim Raine, professor, Centre for Health Promotion Studies
- Bob Sadler, assistant dean (administration), Office of the Dean
- Natalie Zacchia, president, School of Public Health Students' Association

The task force sought input through town hall meetings, survey monkeys (followed by an expert content analysis of the responses), many emails including some detailed thoughtful notes and many in-person meetings, and some phone calls. The task force also collected information from other faculties with a non-departmental structure (Physical Education and recreation and Law). The task force then held numerous meetings and communication back to the SPH community (through town halls, emails, and taped recordings of meetings and discussions).

On the basis of this extensive consultation, the task force came back with a recommendation that the SPH become non-departmentalized. The rationale for this recommendation was that the SPH could better work together for common public health goals including public health education/training and engaged research and practice. They determined that the SPH could build synergy on the strengths of the two current departments (members and procedures), and unify to improve education and student experiences (evaluating and adopting best practices across the School).

At the November 23 Faculty Council meeting, the interim dean's task force on the administrative structure for the SPH presented the results of their consultation and put forward a recommendation that the School become non-departmentalized. This motion was put forward by Dr. Y. Yasui and seconded by Dr. D. Menon. Subsequently, an electronic vote was conducted, which concluded at 4:30 on November 30, 2012. Thirty-nine people were eligible to vote. The results of the vote were:

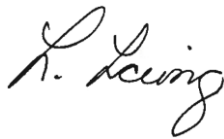
Motion: That the School of Public Health become a non-departmentalized faculty:

- In Favour: 24
- Opposed: 6
- Abstaining: 0

The task force also recommended that the interim dean create a Transition Logistics Committee (TLC) to evaluate specific functions of the SPH and clarify mandates of the existing and new positions/offices/committees, which may need to be formed to carry out key functions within the SPH. They recommended that existing centres (CHPS and ACICR) remain as centres. These would include a group of faculty members, staff, and trainees with similar interest (research and other activities). As a new structure of vice/associate deans is developed it will be important to ensure the effectiveness, consistency, and efficiency of SPH functions, including SPH-wide Curriculum review Committee, MPH admissions and advising issues (currently handled by several faculty wide committees), and continual accreditation functions.

As the SPH moves forward to improve its administrative structure, we are committed to

- Ensuring fair treatment of everyone in the SPH, especially those who are greatly affected by the structure change such as the current chair of PHS and the director of the CHPS.
- Further discussions of issues and addressing them with common Public Health goals and collegiality: some key issues identified include:
 - Student/Education Functions, specifically where procedures currently differ between the two departments, such as student care/support, MPH admission & advising, student progress/monitoring (includes data collection/management): need to discuss and develop/adopt most effective/efficient procedures
 - Curriculum Review: an exciting opportunity for creating innovative curriculums for training the next generation of PH researchers/practitioners (includes methodological training issues)
 - Promoting collegiality, sense of community, trust, open communications and discussion.



Lory Laing, PhD
Interim Dean, School of Public Health

OUTLINE OF ISSUE

 Agenda Title: **Naming Policy**

Motion: That the Board of Governors, on the recommendation of the Board University Relations Committee, approve the revised Naming Policy Suite in UAPPOL, as set forth in attachment 1, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	O'Neil Outar, Vice-President (Advancement); Don Hickey, Vice-President (Facilities and Operations), Debra Pozega Osburn, Vice-President (University Relations), Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenter	O'Neil Outar, Don Hickey, Debra Pozega Osburn, Martin Ferguson-Pell
Subject	Naming Policy

Details

Responsibility	Office of Advancement, Office of Facilities and Operations, Office of University Relations, Office of the Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update the Naming Policy to ensure updated language and information, and user-friendly formats. The accompanying procedures and appendices have also been updated or newly incorporated. The attached tables detail the changes and rationale for doing so for the Naming Policy Suite.
The Impact of the Proposal is	n/a
Replaces/Revises	Current Naming Policy posted on UAPPOL
Timeline/Implementation Date	Upon approval
Estimated Cost	n/a
Sources of Funding	n/a
Notes	

Alignment/Compliance

Alignment with Guiding Documents	Dare to Discover, Dare to Deliver, Comprehensive Institutional Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	<p>1. Post-Secondary Learning Act (PSLA): Under the <i>Post-Secondary Learning Act (PSLA)</i>, the University's Board of Governors has the capacity, rights, powers and privileges of a natural person (Section 59(1)), and the Board is tasked with managing and operating the University in accordance with its mandate (<i>PSLA</i> Sections 60, 60(1)).</p> <p>Board University Relations Committee Terms of Reference:</p> <p><u>2. Mandate</u></p> <p>a. University Reputation</p> <p>The Committee guides efforts to ensure that the University enhances its reputation to advance its interests.</p> <p>d. University Philanthropy and Advancement</p> <p>The Committee guides efforts to ensure that the University's</p>

Item No. 5.1

	<p>philanthropic and advancement policies and plans promote, attract and generate revenue to advance the University's interests.</p> <p>3. Scope of Duty Without limiting interpretation of the Committee Mandate to promote the University's Mission and Vision, align with the University's Values, comply with the University Mandate and support the institution-wide plans, priorities and objectives in four identified Areas of Interest, the Board authorizes the Committee to:</p> <p style="padding-left: 40px;">a. Recommend Board approval of proposals within the Committee Mandate, which realize the approved institution-wide plans, priorities, objectives or related policy goals; [...]</p> <p style="padding-left: 40px;">c. Approve policy matters within the Committee Mandate which align with Board approved parent policy[.] [...]"</p>
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Routing (Include meeting dates)

Consultative Route	<p>Strategic Initiatives Group – October 16, 2012 Dean's Council – November 7, 2012 President's Executive Committee – Operations November 15, 2012 AASUA – December 3, 2012 President's Executive Committee – Strategic – January 10, 2013</p>
Approval Route (Governance)	<p>BURC – January 21, 2013 – Motion: That the Board University Relations Committee recommend that the Board of Governors approve the revised Naming Policy Suite in UAPPOL, as set forth in attachment 1, and as amended, to take effect upon final approval Board of Governors – February 8, 2013</p>
Final Approver	Board of Governors

Prepared by: Sherrin Richardson, Senior Administrative Officer, Office of Advancement

Attachments:

1. Naming Policy Suite – 30 pages
2. Naming Policy Suite – Summary of Changes – 6 pages
3. Naming Approval Route – 1 page
4. Naming Opportunities Plan Template – 1 page
5. Sample Naming Opportunities Plan – 1 Page
6. Philanthropic or Honourific Naming Proposal – 1 Page
7. Determination of Faculty Size – 1 Page

Original Approval Date: March 23, 2007

Most Recent Approval Date: February 8, 2013

Naming Policy

Office of Accountability:	Office of the President
Office of Administrative Responsibility:	Office of the Provost & Vice-President (Academic) Office of Vice-President (Advancement) Office of the Vice-President (Facilities and Operations) Office of the Vice-President (University Relations)
Approver:	Board of Governors
Scope:	Compliance with University policy extends to all members of the University community and to any organization that intends to raise funds in the name of, or on behalf of, the University.

Overview

The naming of **physical entities** and **academic entities** provides the University of Alberta with the opportunity to recognize exceptional contributions, be they **philanthropic**, **honourific** or **functional**.

Purpose

This policy addresses the philanthropic, honourific, and/or functional naming of physical entities and academic entities (other than student awards) owned and/or operated by the University of Alberta

Responsibility for naming is as follows:

- For the philanthropic naming of physical entities, responsibility rests with the Office of the Vice-President (Advancement);
- For the honourific naming of physical entities, responsibility rests with the Office of the Vice-President (University Relations);
- For the functional naming of physical entities, responsibility rests with the Office of the Vice-President (Facilities and Operations); and,
- For the naming of academic entities, the responsibility rests with the Office of the Provost and Vice-President (Academic) in consultation with the appropriate Vice-Presidents as it pertains to philanthropic, honourific or functional naming.

Facilities and Operations (F&O) is also responsible for maintaining consistency and standards for campus signage. F&O will work collaboratively with University Relations and Advancement where the Naming Policy and Signage Policy have interdependencies. F&O will strive to ensure that signage across all campuses contributes to a safe, attractive and well-maintained and interoperable environment.

POLICY

The University of Alberta may name physical and/or academic entities to recognize philanthropic support or to honour eminent persons or personal contributions to the University, or for functional purposes. For Philanthropic Namings, a donation may only be recognized with one physical, academic or endowment naming opportunity.

Namings must be congruent with the overall strategic direction, academic mission, vision and values of the institution. Organizations that are affiliated with the University through formal agreements such as joint ventures, affiliation agreements or tenancy are subject to the University's Naming Policy and associated procedures, to the extent that the naming involves a University facility or academic unit.

For Philanthropic Namings, the minimum donation level must be met by donations and may not include external or internal matching funds unless otherwise approved by the Board of Governors.

Prior to the commencement of any naming activities, the appropriate Office of Administrative Responsibility must be contacted.

In each instance, the Office of Responsibility will ensure the procedure allows for sufficient due diligence and leads to outcomes that reflect the values and integrity of the institution. All namings must go through the appropriate University approvals process, as detailed in the associated Procedures, with the proper supporting documentation and endorsement.

For philanthropic, honourific, and functional naming criteria, see the *Naming Policy – Appendix A: Naming Criteria*

Naming of faculties, departments, and schools will be limited to the names of individuals (i.e., not corporations, foundations or other entities that are not individuals).

Academic centres and institutes are not normally philanthropically named in honour of corporations, foundations or similar entities. Consideration of a philanthropic naming of a centre or institute with the name of a corporation, foundation or other similar entity will be considered with the early knowledge and prior approval of the President and Vice-Chancellor, in consultation with the Provost and Vice-President (Academic), Vice-President (Advancement) and Vice-President (Research), the responsible Dean and the associated Faculty Council.

For academic, endowed chairs and professorships, namings must meet specific investment criteria, as detailed in the *Naming of Academic Entities – Appendix B: Academic Criteria, Terms and Responsibilities*.

All philanthropic namings must adhere to the *Donation Acceptance Policy*.

Namings may be time limited and/or subject to regular review.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Physical entities	Physical structures (i.e. buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect.
Academic entities	Faculties/schools or components therein, including, but not limited to departments, divisions, research centres/institutes, as well as chairs, professorships, lectureships and fellowships, and teaching awards and prizes.
Philanthropic	The act of philanthropy; generally defined as gifts to the University which have real or in-kind monetary value.
Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments.
Functional	Refers to a naming not covered by Philanthropic or Honourific naming opportunities; is a naming that reflects the over-arching activity with consideration given to placement on campus and history of the building/space.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Donation Acceptance Policy](#) (UAPPOL)

[Naming Opportunities Plan](#)

Philanthropic or Honourific [Naming Proposal](#)

[Signage Policy](#)

PUBLISHED PROCEDURES OF THIS POLICY

Appendix A – Naming Guidelines

Appendix B - Academic Criteria, Terms and Responsibilities

[Functional Naming of Physical Entities Procedure](#)

[Honourific Naming of Physical Entities Procedure](#)

Naming of Academic Entities Procedure

[Philanthropic Naming of Physical Entities Procedure](#)

[Use of Names for Faculties, Departments and Divisions Procedure](#)

Original Approval Date: March 23, 2007
Most Recent Approval Date:
Parent Policy: [Naming Policy](#)

Naming Policy

Appendix A: Naming Criteria

Office of Administrative Responsibility:	Office of Advancement (Philanthropic) Office of Facilities and Operations (Functional) Office of University Relations (Honourific) Office of Provost and Vice-President (Academic) (Academic Entities)
Approver:	Vice-President (Advancement) (Philanthropic) Vice-President (University Relations) (Honourific) Vice-President (Facilities and Operations) (Functional) Provost and Vice-President (Academic) (Academic Entities)

The naming of **physical entities** and **academic entities** provides the University of Alberta with the opportunity to recognize exceptional contributions, be they **philanthropic**, **honourific** or **functional**. All donations must meet the requirements of the Donation Acceptance Policy and shall be compatible with the vision, mission and values of the University of Alberta. The following table guides the user through an overview of each type of naming and its criteria. By understanding the naming criteria the user will be able to easily identify the applicable procedure for further details.

PHILANTHROPIC NAMING

Physical Entities	Academic Entities	Endowments
Based on the space value as determined by size, cost per square metre, utility factor, and location factor	Naming of faculties, schools or components therein, including but not limited to, departments, divisions, academic centres and institutes will be defined on a case-by-case basis in consultation with the Provost. Minimum commitments for Faculty namings are: <ul style="list-style-type: none"> • <u>Small Faculty</u> – \$25 million to establish an endowment • <u>Medium Faculty</u> - \$50 million to establish an endowment • <u>Large Faculty</u> - \$75 million to establish an endowment <p style="color: red; font-size: small;">* refer to the end of the document for a list of faculties and their sizes This reference to be removed</p> <p>** Faculty designations are established at Deans' Council</p>	The minimum donation to establish an endowment is \$25,000. Certain academic programs (e.g. chairs, scholarships) have specified endowment minimums. Donations received for endowments that are below the minimum established threshold will be pooled with endowment funds supporting a similar purpose or be used for unrestricted purposes. Funds that do not meet the minimum established threshold will not receive stewardship reporting from the Office of Advancement.
	Thresholds for *EFF-endowed Chairs and Professorships, please refer to <i>Naming of Academic Entities Procedure - Appendix B – Academic Criteria, Terms and Responsibilities</i>	
	To name a Chair for an uninterrupted five-year period, a minimum gift of \$750,000 (\$150,000 annually for an uninterrupted five-year period) is required	

U of A Policies and Procedures On-Line (UAPPOL)

<p>To name a professorship for an uninterrupted five-year period, a minimum gift of \$250,000 (\$50,000 annually for an uninterrupted five-year period) is required</p>
<p>To name other academic components such as a lectureship, visiting professorship, teaching prize, etc. will be approved on a case-by-case basis by the Provost and Vice-President (Academic) in consultation with Vice-President (University Relations) and the Vice-President (Research), as appropriate</p>
<p>Naming of a Faculty Dean, Department Chair, or Centre/Institute Director will be approved by the Provost and Vice-President (Academic) in consultation with the Vice-President (Advancement) and Vice-President (Research), as necessary. Minimum commitments are:</p> <ul style="list-style-type: none"> • <u>Small Faculty</u> – \$3 million to establish an endowment • <u>Intermediate Faculty</u> - \$4 million to establish an endowment • <u>Large Faculty</u> - \$5 million to establish an endowment

* EFF = Endowment Fund for the Future

HONOURIFIC NAMING

Physical Entities	Academic Entities
<p>The individual or organization being proposed for an honourific naming shall reflect the vision of the University to inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a vibrant, creative and connected community. They must have achieved exceptional international scholarly distinction, remarkable service and leadership to the University community, and/or contributed in exceptional ways to the University and/or be of the highest historic significance to the University.</p>	<p>The individual being proposed for an academic honourific naming shall reflect the vision of the University to inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a vibrant, creative and connected community. They must have achieved exceptional international scholarly distinction, remarkable service and leadership to the University community and/or contributed in exceptional ways to the University.</p>
	<p>Honourific naming does not include Student Awards.</p>

U of A Policies and Procedures On-Line (UAPPOL)
HONOURIFIC NAMING (Con't)

Physical Entities	Academic Entities
Individuals involved in a proposed naming will have appropriate discussions prior to identifying a space for either an honourific or functional naming opportunity.	
Only in exceptional circumstances will naming be approved for current University faculty or staff, Board of Governors members, or Senate members.	
Attributes of proposed honouree should include at least the following: <ul style="list-style-type: none"> - Highest personal integrity - Honourable public service - Significant positive contributions to the University of Alberta, the province of Alberta, Canada and/or society 	
The Philanthropic or Honourific Naming Proposal will include detailed historical and biographical information on the honouree, demonstrating the integrity of the proposed naming.	
Consultation with the University Architect and/or the Associate Vice-President (Facilities and Operations) is required to ensure alignment with current signage standards and practices.	

FUNCTIONAL NAMING

Physical Entities	Academic Entities
The Office of the University Architect determines the need or responds to a request to change or create a functional name of a physical entity	When the Provost & Vice-President (Academic) considers a functional naming change for an academic entity, both the function of the unit and the nomenclature of similar units at other Universities will be considered.
	Functional naming does not include Student Awards.
Individuals involved in a proposed naming will have appropriate discussions prior to identifying a space for either an honourific or functional naming opportunity.	
A functional naming will occur as the use of the space, activity within the space, or occupants of the space are determined or when they change	
Functional naming does not necessarily need to reflect the activity within the space	

U of A Policies and Procedures On-Line (UAPPOL)
DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Physical entities	Physical structures (i.e., buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect
Academic entities	Faculties/schools or components therein, including, but not limited to departments, divisions, research centres/institutes, as well as chairs, professorships, lectureships and fellowships, and teaching awards and prizes.
Philanthropic	The act of philanthropy; generally defined as charitable gifts to the University which have real or in-kind monetary value.
Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments.
Functional	Designed for, or suited to, a particular function or use.

FORMS

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Naming Opportunities Plan

Philanthropic or Honourific Naming Proposal

RELATED LINKS

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Appendix B – Academic Criteria, Terms and Responsibilities

[Donation Acceptance Policy](#)

[Prospect Management Policy](#)

Signage Policy

[Strategic Alliance Policy](#)

U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date: March 23, 2007

Most Recent Approval Date:

Parent Policy: [Naming Policy](#)

Philanthropic Naming Of Physical Entities Procedure

Office of Administrative Responsibility:	Office of Advancement
Approver:	Vice-President (Advancement)
Scope:	Compliance with this University procedure extends to all members of the University community and any organization that intends to raise funds in the name of, or on behalf of, the University.

Overview

Philanthropic naming of **physical entities** recognizes donations to the University from individuals, corporations, organizations and foundations. Philanthropic naming recognizes donations made over time as well as donations made for a specific purpose or at a specific point in time.

All donations must meet the requirements of the Donation Acceptance Policy and shall be compatible with the vision, mission and values of the University of Alberta.

Purpose

This procedure outlines the steps that must be followed in the philanthropic naming of physical entities.

PROCEDURE

A **Naming Opportunities Plan (NOP)** must be submitted to the Vice-President (Advancement) for a confidential review and approval, and approval by a **president's executive committee**. The NOP will be part of a business case for a new or renovated facility, when possible. The Office of Advancement will work with the Office of Facilities and Operations to ensure consistent standards across campus, in accordance with existing policies and guidelines.

Once the business case for a new or renovated facility has been approved by the president's executive committee, academic or administrative units will work with the Office of Advancement to develop a written and mutually agreed upon fundraising plan for the physical entity (before engaging in conversations with potential donors) and ensure that the naming of spaces within the proposed physical entities aligns with the University's mission and vision.

1. IDENTIFYING OPPORTUNITIES FOR NAMING

- a. The Office of Advancement, in consultation with academic or administrative units, shall develop a NOP when seeking donations for naming physical entities.
 - i. The Office of Advancement will meet with the faculty to develop an NOP to identify spaces and opportunities for naming.
 - ii. The Office of Advancement will work with the Office of the University Architect to develop the design for signage placement and style.
- b. The NOP must include:
 - i. A letter of support from the dean, director or chair with specific information on the purpose, fundraising goal, current status, impact on campus; and
 - ii. A list of naming opportunities, detailing proposed minimum ask amounts as defined by construction cost, location, visibility and marketability, and may include areas that are better suited for honourific namings, where appropriate.

U of A Policies and Procedures On-Line (UAPPOL)

c. NOP approval:

- Naming opportunities for newly constructed or renovated physical entities will be approved by the president's executive committee, at the recommendation of the Vice-President (Advancement). Naming levels will be based on the cost of the facility, which is based on the overall budget. Exceptions to this policy may be made by the President.
- Upon approval of the NOP, the Vice-President (Advancement) will inform the Board University Relations Committee and Board Finance and Property Committee. The successful academic or administrative unit may proceed to secure private sector contributions for naming opportunities.
- Approval of the NOP does not constitute approval of the naming opportunities contained therein. Specific proposed names must be submitted to the Vice-President (Advancement) for approval.

2. PROPOSING A NAMING OF A PHYSICAL ENTITY and SECURING DONATIONS

- a. Academic or administrative units must act in accordance with the *Prospect Management Policy* and *Donation Acceptance Policy* when seeking philanthropic support for naming physical entities.
- b. The Office of Advancement shall maintain the master list of Naming Opportunities.
- c. The Philanthropic or Honourific Naming Proposal must include:
 - i. A letter of request for naming from the appropriate dean or director, indicating faculty support for the name, and stating that all donations meet the requirements of the *Donation Acceptance Policy*;
 - ii. Where applicable, the completed NOP which indicates initial ask amounts, actual donation amounts, donors' names, and a brief description of donor.
- d. An academic or administrative unit may choose to accumulate named donation proposals and submit the Philanthropic or Honourific Naming Proposal in the form of a list for approval by the Board University Relations Committee by means of a single motion.
- e. The completed **Philanthropic or Honourific Naming Proposal** will be submitted to the Vice-President (Advancement) for review and endorsement. Upon approval, the academic or administrative units can secure donations for the physical entity.

3. GOVERNANCE

- a. Named donation proposals that are determined by the Vice-President (Advancement) to have campus-wide implications, will be brought forward to the **Donation Acceptance Committee** and **key stakeholder groups** for confidential consultation prior to Board University Relations Committee approval.
- b. The Vice-President (Advancement) will present the Philanthropic and Honourific Naming Proposal to the Board University Relations Committee (in-camera), for approval.
- c. Exceptional namings must be submitted to the Board University Relations Committee as a separate Honourific and Philanthropic Naming Request Proposal, and not part of a list. Exceptional namings are defined as those involving a facility or a University structure with external signage. Signage will be affixed once one-third (33 percent) of a pledge has been received, unless irrevocable provisions have been made.
- d. The Board University Relations Committee, in consultation with the Vice-President (Advancement), will consult with key stakeholders and may choose to present exceptional namings (i.e., involving a controversial donation, a facility or major part of a facility with external signage, or an academic unit) to the Board for review and approval.
- e. Individual named donation proposals which are time sensitive or not part of an approved NOP, may be brought forward at any time to the Vice-President (Advancement) for approval who will then consult with key stakeholders.

U of A Policies and Procedures On-Line (UAPPOL)

- f. All Honourific and Philanthropic Naming Proposals will be treated as confidential, and announcements regarding the naming shall be done only after Board of Governors approves the proposed naming, and only then, with the knowledge of the donor.

4. COMMUNICATION

- a. The Office of the Vice- President (Advancement) will confirm Board approval of the Philanthropic or Honourific Naming Proposal with the appropriate academic/administrative units. Confirmation of the approved Philanthropic or Honourific Naming Proposal is required prior to public announcements or formal celebrations of named donations.
- b. The Office of Advancement will ensure the appropriate parties are notified of any naming or renaming.
- c. The Office of Advancement will ensure the appropriate recognition events and public notice and/or recognition activities take place.

5. TIME LIMITS AND REVOCATION OF NAMINGS

- a. The expected timeframe for the naming of a facility is 30 years. The units within the Office of the Vice-President (Advancement) portfolio shall ensure that donors understand that namings are time-limited; and that this limitation is at the discretion of the University, the academic or administrative unit, or the donor. Namings also may be revisited and reconsidered in circumstances where a naming is no longer in the best interests of the University and/or the donor. Donors will indicate in the Donation Agreement that they understand and agree that namings are time-limited.
- b. Namings will be in the best interest of both the University of Alberta and the donor; if a naming is deemed to no longer be in the best interest of the University of Alberta or the donor, it is possible that the University, the donor and/or the donor's family may request to have a naming revoked, following consultation with the Vice-President (Advancement).
- c. Should a building be demolished or replaced, then a request for a new honourific naming opportunity may be considered. Where possible, the Office of Advancement will contact a family member and/or the appropriate contact person for the former namesake to inform them of the decision to demolish or replace the facility. The Office of Advancement maintains the list of approved philanthropically named spaces, and will provide the list of donors to the previous facility and the Office of University Relations for consideration of honourific naming opportunities.
- d. Revoking of a naming must be approved by the Board of Governors.
- e. When it is requested that a named physical entity within a building be relocated within the same building or to a different building, and the new facility or room will serve the same original purpose, requests are directed to the Vice -President (Advancement) for approval.

Steps:

1. Complete the Naming Opportunities Plan and submit to the Vice-President (Advancement) for approval
2. Develop a fundraising plan with Office of Advancement
3. Solicit and confirm donation agreements
4. Submit the Philanthropic or Honourific Naming Proposal to Vice-President (Advancement) for recommendation for approval to the Board University Relations Committee. However, if the proposed naming is considered exceptional, the proposal may be presented to the Board of Governors for review and approval.
5. Once approved by the Board University Relations Committee, the Office of the Advancement communicates the naming to the appropriate portfolios and relevant units.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

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institution-wide use. ▲Top	
Philanthropic	The act of philanthropy; generally defined as donations to the University which have real or in-kind monetary value.
Physical entities	Physical structures (i.e., buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect
Naming Opportunities Plan	A Naming Opportunities Plan refers to a plan for the naming of physical entities in conjunction with a plan or campaign to secure private sector contributions.
President's executive committee	A committee comprised of the president, the vice-presidents of each portfolio, and General Counsel.
Philanthropic or Honourific Naming Proposal	A proposal outlining the request for a philanthropic or honourific naming that includes a range of criteria reflected in the Philanthropic or Honourific Naming Proposal Form.
Donation Acceptance Committee	Convened by the Vice-President (Advancement) and including representatives from all vice-presidential portfolios and other relevant staff and academic leadership, the committee reviews and assesses potential donations that do not conform to donation guidelines described in the Donation Acceptance Policy.
Key stakeholder groups	Any committee, group, association (AASUA/NASA) or portfolio that is identified as having an interest in the topic for consultation. (e.g. Deans' Council, Students' Union, GSA)

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[Naming Opportunities Plan](#)

[Philanthropic or Naming Naming Proposal Form](#)

RELATED LINKS

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[Donation Acceptance Policy](#)

[Prospect Management Policy](#)

[Signage Policy](#)

[Strategic Alliance Policy](#)

Original Approval Date: March 23, 2007

Most Recent Approval Date:

Parent Policy: [Naming Policy](#)

Honourific Naming of Physical Entities Procedure

Office of Administrative Responsibility:	Office of University Relations
Approver:	Vice-President (University Relations)
Scope:	Compliance with University procedure extends to all members of the University community and organizations with a legal relationship with the University.

Overview

Honourific naming of **physical entities** recognizes individuals for outstanding contributions to the University of Alberta and to the spirit of community.

Honourific namings shall be compatible with the mission, vision and values of the University of Alberta.

The Office of the Vice-President (University Relations) administers the honourific namings process in consultation with the Office of the Provost and Vice-President (Academic), the Office of the Vice-President (Facilities and Operations), and the Office of the Vice-President (Advancement), as appropriate.

Purpose

These procedures outline the steps that must be followed in the honourific naming of physical entities.

PROCEDURE

1. PRINCIPLES

When considering University of Alberta faculty and staff, members of the wider community, or an organization for an honourific naming of a physical entity, meritorious or outstanding service will be considered.

2. PROPOSAL

- a. Academic or administrative units must submit a Philanthropic or Honourific Naming Proposal and any supporting documentation to the Vice-President (University Relations).
 - i. The Office of University Relations will work with the Office of the University Architect to develop the design for signage placement and style which will be incorporated into the NOP.
- b. The Philanthropic or Honourific Naming Proposal must include
 - i. Letter of request for namings from Dean or Director, indicating Faculty and/or an administrative unit's support and detailing the appropriateness of the honourific naming;
 - ii. Supplemental information of the individual or organization being honoured with the naming of the physical entity, i.e. biographical information about the honouree, which should include details of his or her education and service to the community.
 - iii. Confirmation that the Dean or Director has consulted with the Vice-President (Advancement) to explore the feasibility of a **philanthropic** naming opportunity.

U of A Policies and Procedures On-Line (UAPPOL)

- c. All naming proposals are considered confidential until approved and the honouree, or representative, is advised.

3. APPROVAL

- a. Upon review and endorsement, the Vice-President (University Relations) will then present the **Philanthropic or Honourific Naming Proposal** in confidence to a **president's executive committee**, and if approved, then to Board University Relations Committee (BURC) for final approval.
- b. Philanthropic or Honourific Naming Proposals which are judged by the Vice-President (University Relations) to have campus-wide implications may be brought forward to **key stakeholder groups** for confidential consultation prior to BURC approval. The Vice-President (University Relations) will determine whether there is sufficient support for the naming proposal to be forwarded to BURC for final approval.
- c. Upon approval of the Philanthropic or Honourific Naming Proposal, the Chair of BURC will present the approved honourific namings to the Board of Governors for information purposes only.
- d. BURC, in consultation with the Vice-President (University Relations), may choose to present a Request for Naming to the Board for review and approval.

4. COMMUNICATION

- a. The Office of the Vice-President (University Relations) will confirm Board approval of the Naming Request Proposal with the appropriate academic/ administrative units.
- b. Final approval of the Naming Request Proposal is required prior to public announcements or formal celebrations of honourific namings.
- c. The Office of the Vice-President (University Relations) will ensure that necessary parties on campus are notified of any naming or renaming.

5. TIME LIMITS AND REVOCATION OF NAMINGS

- a. Academic or administrative units must ensure that honourees and their families understand that namings may be time limited; this limitation is at the discretion of the University, the academic or administrative unit, or the honouree.
- b. Namings will be in the best interest of both the University of Alberta and the honouree; if a naming is deemed to no longer be in the best interest of the University of Alberta or the honouree, it is possible that the University, the honouree and/ or the honouree's family may request to have a naming revoked, following consultation with the Vice-President (University Relations).
- c. Should a building be demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new name may be considered. Where possible, the Office of the Vice-President (University Relations) will contact a family member and/or the appropriate contact person for the former namesake to inform them of the decision to demolish, replace or change usage of the facility. It may be appropriate to place a plaque in, or on, a new building to indicate that it occupies the site of a building formerly known by another name. It may also be appropriate to name part of a new building after the person, organization, corporation or foundation for which the former building was named. Requests of this nature should be directed to the Vice-President (University Relations) for approval.
- d. The revoking of a naming must be approved by the Board of Governors.
- e. When it is requested that a named physical entity within a building be relocated within the same building or to a different building and the new facility or room will serve the same original purpose, requests are directed to the Vice-President (University Relations) for approval.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments, or by success in any walk of life.
Physical entities	Physical structures (i.e. buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect.
Philanthropic	The act of philanthropy; generally defined as gifts to the University which have real or in-kind monetary value.
Philanthropic or Honourific Naming Proposal	A proposal outlining the request for an honourific or philanthropic naming that includes a range of criteria reflected in the Honourific and Philanthropic Naming Proposal Form.
President's executive committee	A committee comprised of the president, the vice-presidents of each portfolio and General Counsel.
Key stakeholder groups	Any committee, group, association (AASUA/NASA) or portfolio that is identified as having an interest in the topic for consultation. (e.g. Deans' Council, Students' Union, GSA)

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[Philanthropic or Honourific Naming Proposal Form](#)

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[Appendix A – Naming Criteria](#)

[Donation Acceptance Policy](#)

[Signage Policy](#)

[Strategic Alliance Policy](#)

Original Approval Date: April 6, 2009

Most Recent Approval Date:

Parent Policy: [Naming Policy](#)

Functional Naming of Physical Entities Procedure

Office of Administrative Responsibility:	Office of the University Architect
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this University procedure extends to all members of the University community and any organization that intends to raise funds in the name of, or on behalf of, the University.

Overview

The administration of **functional** namings of **physical entities** is managed by the University Architect on behalf of the Vice-President (Facilities and Operations). A functional naming is brought forward by the University Architect, in consultation with a faculty as required. The major determining factors for a functional naming include: ongoing change in use of the space; a change in majority occupancy of the space, or alternatively, the need for consideration of multi-tenants/multi-uses of a facility; and consideration for salient geographical features.

The Office of the Vice-President (Facilities and Operations) will consult with the Office of the Provost and Vice President (Academic), the Office of the Vice President (Advancement) and the Office of the Vice President (University Relations) with respect to functional naming and regarding any crossover areas of responsibilities with respect to a particular naming.

Purpose

This procedure addresses the functional naming of physical entities at the University, ensuring compliance with the Naming Policy and the Signage Policy. This procedure provides for uniform and consistent naming of physical entities with consideration for way finding and landmark identification.

This procedure outlines the steps that must be followed in the functional naming or renaming of a physical entity.

PROCEDURE

1. NAMING PROPOSAL

- The University Architect proposes a functional name for a physical entity, working in consultation with those within the university community as appropriate.
- Faculties may submit a request for renaming of a physical entity to the Office of the University Architect with written support from the Dean or Director.
- The University Architect will submit, in writing, the proposed functional name to the Associate Vice-President (Facilities & Operations).

- The functional name is reviewed by the Associate Vice-President (Facilities & Operations) who then submits a recommendation to the Vice-President (Facilities & Operations) for approval.
- The Vice-President (Facilities & Operations) reviews the proposed naming or renaming, consulting with Vice-Presidents and key stakeholders as necessary.

2. APPROVAL

- The Vice-President (Facilities & Operations) approves the name and advises the University Architect of the approved name.

3. COMMUNICATION

- Upon approval of the name, the Vice-President (Facilities & Operations) will present the name to the Chair, Board Finance and Property Committee (BFPC) who will in turn advise the Board of Governors (BG).
- The Office of the Vice-President (Facilities & Operations) will ensure that all necessary parties on campus are notified of any functional naming or renaming.
- In the event that the entity to be functionally named includes spaces that were previously philanthropically named, the Vice-President (Facilities and Operations) will communicate the proposed change to the Vice-President (Advancement) to ensure on-going stewardship of the donor.

4. TIME LIMITS AND REVOCATION OF NAMINGS

There are no time limits or revoking protocols associated with functional naming.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Functional	Refers to a naming not covered by Philanthropic or Honorific naming opportunities; is a naming that reflects the over-arching activity with consideration given to placement on campus and history of the building/space.
Physical Entities	Physical structures (i.e. buildings) and their internal components including, but not limited to, wings, floors, classrooms, lecture theatres, laboratories and common areas. Also includes common and special purpose grounds and agricultural and horticultural lands, parking facilities, roadways, etc.; any identifiable landmark. Physical entities are determined by the Office of the University Architect.

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There are no forms for this Procedure.

RELATED LINKS

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Original Approval Date: March 23, 2007

Most Recent Approval Date:

Parent Policy: [Naming Policy](#)

Naming of Academic Entities Procedure

Office of Administrative Responsibility:	Office of the Provost & Vice-President (Academic)
Approver:	Provost & Vice-President (Academic)
Scope:	Compliance with this University-wide procedure extends to all members of the University community and any organization that intends to raise funds in the name of, or on behalf of, the University.

Overview

The importance and complexity of naming academic entities requires comprehensive due diligence and appropriate consultation. The University supports the recognition of naming **academic entities** in recognition of donors, individuals, corporations, organizations and foundations that have supported the University over time; are prepared to offer significant support at a point in time; or, have made an outstanding contribution to university life and to the spirit of community within the University or larger community.

There are times when an academic entity requires a functional re-naming. When considering a functional re-naming, both the function of the unit and the nomenclature of similar units at other universities will be considered.

All namings are compatible with the vision, mission and values of the University of Alberta. *The Naming Criteria (Appendix A)* is intended to provide direction with regards to **philanthropic, honourific** and **functional** namings. A key factor when considering naming proposals is the consistency of namings and wayfinding across the University of Alberta campuses.

The naming of a centre, institute can only occur once the entity has been created through the process outlined in the *Centres and Institutes Policy* and its related procedures. The naming of a school can only occur once the school's name has been approved through General Faculties Council.

Purpose

The following table outlines the process to be followed in naming or re-naming functional, honourific, or philanthropic academic entities.

PROCEDURE

Naming of faculties, departments, and schools will be limited to the names of individuals (i.e., not corporations, foundations or other entities that are not individuals).

Academic centres and institutes are not normally philanthropically named in honour of corporations, foundations or similar entities. Consideration of a philanthropic naming of a centre or institute with the name of a corporation, foundations or other similar entity will be considered with the early knowledge of prior approval of the President and Vice-Chancellor, in consultation with the Provost and Vice-President (Academic), Vice-President (Advancement) and Vice-President (Research).

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For Academic Philanthropic Namings Only	
SECURING PRIVATE SECTOR INVESTMENTS FOR PHILANTHROPIC NAMINGS	<ul style="list-style-type: none"> Academic or administrative units must consult the Provost and Vice-President (Academic), and receive confirmation in writing, prior to engaging in ongoing or formal conversations with potential donors, to ensure the proposed academic entities align with the University's academic mission, vision, and Donation Acceptance Policy. An endowed chair or other academic entity may be established jointly by the University and an institution affiliated with the University, including a teaching hospital. The endowment is established on terms jointly agreed by both parties. Consultation with any other institution happens early in the process and continues until approval is secured.

	Academic Functional Naming	Academic Honourific Naming	Academic Philanthropic Naming
NAMING PROPOSAL	<ul style="list-style-type: none"> Academic or administrative units submit an academic naming proposal to the Provost & VP (Academic) 	<ul style="list-style-type: none"> Academic or administrative units submit a Philanthropic or Honourific Naming Proposal together with supporting documentation to the Provost & VP (Academic) and VP (Advancement) and/or VP (University Relations) 	<ul style="list-style-type: none"> Once Academic or administrative units secure private sector contributions for a specific academic entity, they submit a Philanthropic or Honourific Naming Proposal and any support documentation to the Office of the Provost & VP (Academic) and VP (Advancement)
CONSULTATION <i>**All Philanthropic or Honourific Naming Proposals are considered confidential until approved and the honouree/donor is advised**</i>	<ul style="list-style-type: none"> Provost & VP (Academic) consults with the VP (Research) for review and endorsement If the Provost & VP (Academic) determines the naming will have campus-wide implications, confidential consultation with key stakeholder groups may take place If a Faculty, Department or Division proposes an official name change and also wants to use a GFC-approved alternate name, refer to the Use of Names for Faculties, Departments, and Divisions Procedure for instances when a GFC-approved alternate name can be used. 	<ul style="list-style-type: none"> The VP (UR) works with F&O to ensure consistent standards across campus Provost & VP (Academic) consults with the president's executive committee for review and recommendations If the Provost & VP (Academic) determines the naming will have campus-wide implications, confidential consultation with key stakeholder groups may take place If a Faculty, Department or Division proposes an official name change and also wants to use a GFC-approved alternate name, a Use of Names for Faculties, Departments, and Divisions request should be submitted with this proposal 	<ul style="list-style-type: none"> The VP (Advancement) and Dean/Director works with F&O to ensure consistent standards across campus Provost & VP (Academic) consults with the president's executive committee for review and recommendations If the Provost & VP (Academic) determines the naming will have campus-wide implications, confidential consultation with key stakeholder groups may take place If a Faculty, Department or Division proposes an official name change and also wants to use a GFC-approved alternate name, a Use of Names for Faculties, Departments, and Divisions request should be submitted with this proposal

U of A Policies and Procedures On-Line (UAPPOL)

	Academic Functional Naming	Academic Honourific Naming	Academic Philanthropic Naming
APPROVAL OF PROPOSAL	<ul style="list-style-type: none"> Provost & VP (Academic) 	<ul style="list-style-type: none"> Provost & VP (Academic) approves the Philanthropic or Honourific Naming Proposal; except requests for Faculties, Departments, Divisions, which are submitted by the Provost & VP (Academic) to the appropriate governance approval process 	<ul style="list-style-type: none"> Provost & VP (Academic) approves the Philanthropic or Honourific Naming Proposal; except requests for Faculties, Departments, Divisions, which are submitted by the Provost to the appropriate governance approval process
COMMUNICATION <i>**Confirmation of the approved Philanthropic or Honourific Naming Proposal is required prior to public announcements or formal celebrations of named gifts**</i>	<ul style="list-style-type: none"> The Office of the Provost & VP (Academic) is responsible for notifying the appropriate academic units when an academic entity naming has been approved The Office of the Provost & VP (Academic) and the Office of the VP (Advancement) facilitate the notification of all impacted service units on campus using the Communication Master List 	<ul style="list-style-type: none"> The Office of the Provost & VP (Academic)) is responsible for notifying the appropriate academic units when an honourific naming has been approved The Office of the Provost & VP (Academic) facilitates the notification of all impacted service units on campus using the Communication Master List 	<ul style="list-style-type: none"> The Office of the Provost & VP (Academic)) is responsible for notifying the appropriate academic units when a philanthropic naming has been approved The Office of the Provost & VP (Academic) facilitates the notification of all impacted service units on campus using the Communication Master List
TIME LIMITS / REVOCATION OF NAMINGS		<ul style="list-style-type: none"> Academic or administrative units must ensure that honourees/donors and their families understand that namings may be time limited – this limitation is at the discretion of the University, the academic or administrative unit, or the honouree/donor Honourees/Donors and/or their families will indicate in a letter to the academic or administrative unit that they understand and agree that namings may be time limited (this understanding may also be captured within the Gift Agreement) and confirm the specifics of the limitation. These limitations generally do not apply to endowments. Namings will be in the best interest of both the University and the honouree/donor; if a naming is deemed to no longer be in the best interest of either party, consultation with the VP (UR) and VP (Advancement) is required Revoking of a name is approved by the Provost & VP (Academic); except for Faculties, Departments & Divisions, which are approved by the Board of Governors 	<ul style="list-style-type: none"> The expected timeframe for the naming of a facility is 30 years. The Provost & VP
		<ul style="list-style-type: none"> The Provost & VP (Academic) approves any request for an academic entity to be relocated within the same building 	

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		or to a different building and the new facility or room serves the same original purpose	<p>(Academic) approves any proposal to acknowledge the former namesake in some way in the new, refurbished or repurposed building (i.e. plaque, name on a part of the building)</p> <ul style="list-style-type: none"> the Provost & VP (Academic) approves any request for an academic entity to be relocated within the same building or to a different building when the new facility or room serves the same original purpose
SIGNAGE	The University Architect approves all permanent signage affixed to any University buildings, structure or landscape feature or any free-standing signage on University land. The cost of signage is the responsibility of the Faculty, Department, or Unit initiating the name change and/or the Faculty, Department, or Unit receiving the donation.		

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Academic Entities	Faculties/schools or components therein, including, but not limited to departments, divisions, research centres/institutes, as well as chairs, professorships, lectureships and fellowships, and teaching awards and prizes.
Philanthropic	The act of philanthropy; generally defined as gifts to the University which have real or in-kind monetary value.
Honourific	Conferring or implying honour or respect; generally defined as recognizing outstanding individuals distinguished in character or attainments, or by success in any walk of life.
Functional	Refers to a naming not covered by Philanthropic or Honourific naming opportunities; is a naming that reflects the over-arching activity with consideration given to placement on campus and history of the building/space.
Philanthropic or Honourific Naming Proposal	A proposal outlining the request for an honourific or philanthropic naming that includes a range of criteria reflected in the Philanthropic or Honourific Naming Proposal Form.
President's executive committee	A committee comprised of the president, the vice-presidents of each portfolio and General Counsel.
Key Stakeholder Groups	Any committee, group, association (AASUA/NASA) or portfolio that is identified as having an interest in the topic for consultation. (e.g. Deans' Council, Students' Union, GSA)

U of A Policies and Procedures On-Line (UAPPOL)

Official Name	The name for the Faculty as approved by the Board of Governors.
GFC-Approved Alternate Name	Other title or designation approved by GFC for Faculty use for specific purposes.
President's executive committee	A committee comprised of the president, the vice-presidents of each portfolio, and General Counsel

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Communication Master List

Naming Opportunities Plan

Philanthropic or Honourific Naming Proposal Form

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Appendix A - Naming Criteria

Appendix B – Endowed Chairs and Professorships – Criteria, Terms and Responsibilities

[Centres and Institutes Policy](#)

[Donation Acceptance Policy](#)

[Naming Policy](#)

[Signage Policy](#)

Original Approval Date:

 Parent Procedure: [Naming of Academic Entities Procedure](#)

Naming of Academic Entities Procedure

Appendix B: Endowed Chairs and Professorships - Criteria, Terms and Responsibilities

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council and Board of Governors (BURC)

CRITERIA, TERMS AND CONDITIONS

	University Chair (Endowed)	Chair (Endowed) Mid-Career	Early Career Professorship (Endowed)	Visiting Professorship
GIFT LEVEL (All donations must meet the requirements of the Donation Acceptance Policy)	\$7 million Minimum of 50% of funding must be received before the position is appointed	\$4 million Minimum of 50% of funding must be received before the position is appointed	\$2 million Minimum of 50% of funding must be received before the position is appointed	\$1.5 million
RANK	Full Professor (tenured)	Associate or Full Professor (tenured)	Assistant Professor (tenure-track)	
ELIGIBILITY	New Academic staff	New or current academic staff	New or current academic staff	
TERM	Five years, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment	Five year, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment	Five year, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment ** At the discretion of the dean, an Early Career Professorship may be retitled as a Professorship to recognize the incumbent's career progression and to provide ongoing support. Once the Professorship is vacated, it will revert to an Early Career Professorship	

U of A Policies and Procedures On-Line (UAPPOL)

CRITERIA, TERMS AND CONDITIONS (Con't)

	University Chair (Endowed)	Chair (Endowed) Mid-Career	Early Career Professorship (Endowed)	Visiting Professorship
RESEARCH GRANT	Minimum \$20,000 annual research support	Minimum \$20,000 annual research support	Minimum \$10,000 annual research support	
TEACHING RESPONSIBILITIES	Normal, as assigned by department chair or dean	Normal, as assigned by department chair or dean	Normal, as assigned by department chair or dean	
Endowed University Chairs, Endowed Chairs or Endowed Professorships may be targeted at University, Faculty or Departmental levels. Centres and institutes are not eligible as academic homes for these endowed positions.				
Consistent with academic appointments, all Chairs, Early Career Professorships or Professorships must be compliant with the <i>Recruitment Policy</i> and related procedures				

RESPONSIBILITIES

	Responsibilities
DEAN	<ul style="list-style-type: none"> • Supplies initial base position plus benefits (whether new recruitment or current academic staff) at time of appointment and costs associated with recruitment and appointment - Endowment payout flowed annually to Faculty to allocate research funds and offset cost of base position <ul style="list-style-type: none"> • Recruits and/or appoints chair/professorship candidates • Establishes and conducts review process for reappointment • Sends annual report to donor with invitation to meet with chair-holder <ul style="list-style-type: none"> • Supplies research support allocation from endowment <ul style="list-style-type: none"> • Supplies start-up funds from endowment • Attends annual dinner or appropriate University recognition event for donors of endowed chair/professorships
PROVOST	<ul style="list-style-type: none"> • Provides salary upgrade (the difference between a Faculty's market rate for a position and the actual salary, excluding any salary supplements), if required at time of appointment - A portion of the endowment payout is flowed annually to the Provost to offset the salary upgrade - If the Faculty is unable to provide a base position at time of appointment, the Provost provides a bridge position (a position provided temporarily until a Faculty has a vacant position available) for up to five years. A portion of the endowment payout is flowed annually to the Provost to offset the bridge position funding • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships
VICE-PRESIDENT (FINANCE AND ADMINISTRATION)	<ul style="list-style-type: none"> • Provides ongoing cost increases for benefits plus annual merit and cost of living adjustment (COLA) increases to salary

U of A Policies and Procedures On-Line (UAPPOL)

RESPONSIBILITIES (Con't)

VICE-PRESIDENT (RESEARCH)	<ul style="list-style-type: none"> • Strikes the selection committee for endowed Early Career Professorships, Chairs, and University Chairs that are not associated with a particular Faculty • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships
CHAIR / PROFESSORSHIP HOLDER	<ul style="list-style-type: none"> • Use of endowment name on CV, business cards, website, publications and wherever name commonly appears • Delivers an inaugural lecture to the University community during first year of appointment <ul style="list-style-type: none"> • Prepares annual report for donor by prescribed annual deadline <ul style="list-style-type: none"> • Meets annually with the donor or donor's representative • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships
VICE-PRESIDENT (ADVANCEMENT)	<ul style="list-style-type: none"> • Provides template for annual report to donor • In partnership with Deans and Office of the Provost, manages list of endowed chairs / professorships including alerts for appointment/reappointment • Manages the governance path and follows policy/procedures for the creation of endowments • Prospect Managers work with Deans and chair/professorship-holder on annual report and annual meeting between donor and chair/professorship-holder <ul style="list-style-type: none"> • Prospect Managers engage in ongoing stewardship activities of donors • Coordinates and funds the annual dinner or appropriate University recognition event for donors and chair/professorship-holder • Ensures integration of name of endowed chair/professorship in publicity to University and alumni communities about the creation and appointment of chairs/professorships

DEFINITIONS

There are no definitions. [\[▲Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲ TOP\]](#)

[Donation Acceptance Policy](#)

[Naming Policy - Appendix A – Naming Criteria](#)

[Recruitment Policy](#)

[Signage Policy](#)

[Strategic Alliance Policy](#)

Approval Date: March 23, 2007

Parent Policy: [Naming Policy](#)

Use of Names for Faculties, Departments and Divisions Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University of Alberta recognizes that while General Faculties Council (GFC) and the Board of Governors have approved **official names** for Faculties, Departments and Divisions, GFC does approve use of alternate names for specific purposes.

Purpose

This procedure regulates when the official name of the Faculty, Department or Division must be used and when it is appropriate to use the **GFC-approved alternate name**.

PROCEDURE

The official name of a Faculty, Department or Division shall be used in these instances:

- Reference within all contracts, including employment contracts, recognizing that the only distinct legal entity that should be a party to a contract, including an employment contract, is the Governors of the University of Alberta
- University Calendar or University Calendar extracts
- Transcripts, convocation parchments, diplomas or certificates
- University of Alberta, Faculty, Department or unit policies and procedures
- Governance purposes for the Board (and its committees), GFC (and its committees) and Faculty Councils (and their committees)
- Research proposals
- University of Alberta awards for faculty, staff or students
- Other instances as deemed appropriate by the Board of Governors.

In certain cases, **GFC-approved Alternate Names** may be used for other specified purposes such as marketing and external relations-related activities (i.e. School of Business and Campus Saint-Jean).

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Official name	The name for the Faculty as approved by the Board of Governors.
GFC-approved alternate name	Other title or designation approved by GFC for Faculty use for specific purposes.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Policy Development Framework](#) (UAPPOL)

[Post-Secondary Learning Act](#) (Government of Alberta)

Approval Date:

Signage Policy

Office of Accountability:	Office of the Associate Vice-President (Facilities and Operations)
Office of Administrative Responsibility:	Office of the University Architect
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this University policy extends to all members of the University community and any organization that intends to raise funds in the name of, or on behalf of, the University.

Overview

The University of Alberta strives to maintain an esthetically pleasing and functional campus environment. Facilities and Operations (F&O) is responsible for maintaining consistency and standards for campus signage. One aspect of this is to ensure that the campus maintains a connected and cohesive theme as it pertains to an extensive range of internal signage and external signage that is integrated throughout our campuses and buildings. Signage is more than simply a building or classroom identification tool or highlighting events on campus. When woven into the fabric of the institution, it can be used to assist in way-finding, highlight the history of our institution, celebrate scholarship and research, and provide the backdrop for both philanthropic and honourific recognition. As the University grows and expands over multiple campuses, houses more commercial tenants, and develops more multi-use facilities, consideration must be given to standards, use of space, and function of campus signage.

F&O will work collaboratively with University Relations and Advancement where the Naming Policy and Signage Policy have interdependencies.

Purpose

To ensure a consistent approach when determining the location, scale, design and installation of signage across the institution.

To ensure that signage across all our university campuses contributes to a safe, attractive, well-maintained and interoperable environment.

To ensure all **permanent signage (exterior and interior)**, and **temporary signage** meet the needs of the campus and are consistent with current standards and practices.

This policy excludes external event banners which are specifically coordinated through Marketing and Communications.

POLICY

Permanent signage affixed to any University building, structure or landscape feature or any free-standing signage on University lands, must be approved by the University Architect, on behalf of the Vice-President (Facilities & Operations).

Permanent signage will meet the standards and conventions outlined by the University Architect, to ensure consistency in presentation (color, materials, typography), continuity throughout all University campuses, ease of installation and maintenance, and to ensure that they meet the needs of students, staff and visitors.

Facilities and Operations will work collaboratively, providing direction and guidance with respect to location, scale, design and installation of all permanent signage.

U of A Policies and Procedures On-Line (UAPPOL)

Temporary Signage (posters, notices, banners, portable boards) in all common areas and walkways within University buildings and on University lands is the responsibility of the Vice-President (Facilities & Operations) – delegated to Buildings and Grounds Services. See *Posting Announcements, Notices and Banners Procedure*.

Funding for signage (typically):

- Construction: major signage and building recognition are covered by the project costs associated with the space;
- Renaming: covered by the initiating party (i.e. Vice-President or Dean); and
- Faculty recognition: covered by the Faculty.

Form and Format of Naming as it pertains to signage:

1. For ease in constructing signage and wayfinding, the length of proposed namings for physical entities will preferably be no more than six to eight words. When proposed namings exceed six to eight words, the naming should easily translate into an acronym.
2. Proposed naming may include the donor or honourific name, paired with the functional room description. The use of logos is not permitted.
3. Proposed namings will strive to eliminate unnecessary punctuation, including quotations and parentheses.
4. Preferably, no more than one physical entity on campus will bear the same name.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Permanent signage	All interior and exterior signs that are affixed to buildings as well as all free-standing monuments, posts, or plaques.
Exterior signage	All outside signage including but not limited to: building mounted identification signs, free-standing identification signs, free-standing directional signs, campus gateway signs, street signs, regulatory and warning signs, campus orientation signs, interpretive signs, tree plaques, map kiosks.
Interior signage	All permanent signage on the inside of university buildings including but not limited to: faculty/department/unit identification signs, room number signs, room name signs, building amenities signs, directional signs, directories, interpretive signs, plaques, and ceiling suspended signs.
Temporary Signage	Any poster, notice, placard, leaflet, sticker, banner, flag, or portable sign that is designed to convey information or provide direction for a limited amount of time, posted either internally or externally.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Canvassing and Solicitation Policy](#) (UAPPOL)

[Marketing and Communications](#) (UofA)

[Naming Policy](#) (UAPPOL)

Appendix A – Naming Criteria (UAPPOL)

Appendix B – Endowed Chairs and Professorships – Criteria, Terms and Responsibilities (UAPPOL)

[Post-Secondary Learning Act](#) (Government of Alberta).

[Space Management Policy](#) (UAPPOL)

PUBLISHED PROCEDURES OF THIS POLICY

[Posting Announcements, Notices and Banners Procedure](#)

DRAFT

**NAMING POLICY SUITE
SUMMARY OF CHANGES**

Naming Policy Changes – 2012

CHANGE FROM ORIGINAL DOCUMENT	RATIONALE
1. Policyholder is President	Includes four Vice-Presidential portfolios
2. Clarifies that donations will be recognized once and in the area of the donation	Previous practices were inconsistent
3. Policy permits naming of facilities owned and/or operated by the University	Permits naming of spaces that are under long-term leasing agreements (e.g., Alberta Health Services facilities)
4. Updated the responsibilities for each vice-presidential portfolio	Clarity of roles and responsibilities
5. Reference to the Signage Policy and Donation Acceptance Policy	Ensures all namings adhere to other relevant policies
6. Organizations affiliated with the University are subject to adhering to the Naming Policy	Was done in practice but is now explicitly stated in the Policy for transparency and clarity
7. Naming of academic entities are limited to the names of individuals	Important to make a distinction between naming non-academic vs. academic entities
8. All namings of faculties, departments, schools, institutes and centres limited to individuals; not corporations	No clear distinction between individuals and corporations
9. Includes reference to Appendix A – Naming Criteria and Appendix B – Academic Criteria, Terms and Responsibilities	Appendix A has been updated and provides further detail regarding naming criteria Appendix B is new and provides further information on naming academic entities

Appendices Changes – 2012

CHANGE	RATIONALE
APPENDIX A	
1. Minimum naming levels for faculties	None previously established
2. Established endowment minimum of \$25,000	No previous minimum
3. Clarification of honourific criteria	Consistent and transparent criteria
APPENDIX B	
4. Increased donation level for Chairs to \$4M	Consistency with peer institutions and reflects increase in costs for tenured faculty
5. Transformed Professorships to Early Career Professorships	To create recruiting tool for non-tenured faculty and to differentiate from chairs.
6. Increased donation level for Early Career Professorships	Consistency with peer institutions and reflects increase in costs for tenured faculty
7. Introduced University Chair	To provide the endowment level for donors interested in supporting the full cost of a senior faculty member.
8. Established a 50 percent donations received threshold before chairs/early career professorships can be filled	Ensure that endowment income is in place to support chair/professorship holder.
9. Established research grant for holders of chairs and Early Career Professorships	To provide tangible benefit for chair/professorship holder.
10. New endowment level for Visiting Professorship	No donation level previously existed.
11. Established terms for holders of chairs/professorships	To codify review of holders of chairs/professorships to ensure quality appointments.
12. Established criteria for role of deans, chair/professorship holders	To codify what was previously inconsistent roles and responsibilities.
13. Established requirement for donors of chairs/professorships to be stewarded.	None previously existed.
14. Naming minimum for faculties removed and determined by presidents' executive committee	Previous naming percentage applied only to the private funding component and not publishing a minimum now allows for flexibility with namings

Philanthropic Naming of Physical Entities Procedures Changes – 2012

1. The expected timeframe for the naming of a facility is 30 years.	Consistent with best practices and removes possible expectation of the name in perpetuity.
2. Aligns Philanthropic Naming with Donation Acceptance Committee	Allows for management of potential controversial namings and ensures that donor engagement process is followed.
3. Consultation with Vice-President (Advancement) on Honourific and Functional namings	Explore opportunities that may have fundraising potential.
4. Naming minimum for facilities removed and determined by PEC.	Previous naming percentage applied only to the private funding component and not publishing a minimum allows for flexibility with namings.

Honourific Naming of Physical Entities Procedures Changes – 2012

CHANGE	RATIONALE
1. Scope expanded to including naming of organizations with a legal relationship with the University	Permits naming of spaces that are under long-term leasing agreements (e.g., Alberta Health Services facilities)
2. Adds consultation with Office of the Vice-President (Advancement)	Current practice – explore opportunities that may have fundraising potential
3. Signage coordination with University Architect	
4. Expands consideration of an organization for honourific naming	Permits consideration of a legal entity which meets the criteria for the naming of honourific space (e.g. Heart and Stroke Foundation)
5. Confirmation that the Dean or Director has consulted with Vice-President (Advancement) to explore the feasibility of philanthropic naming opportunity	Reflects current practice
6. Naming of proposal considered confidential until approved and honoree or representative is advised	Reflects current practice
7. Presentation of naming to PEC-O for approval prior to BURC	Reflects current practice and institutionalization of honourific namings.

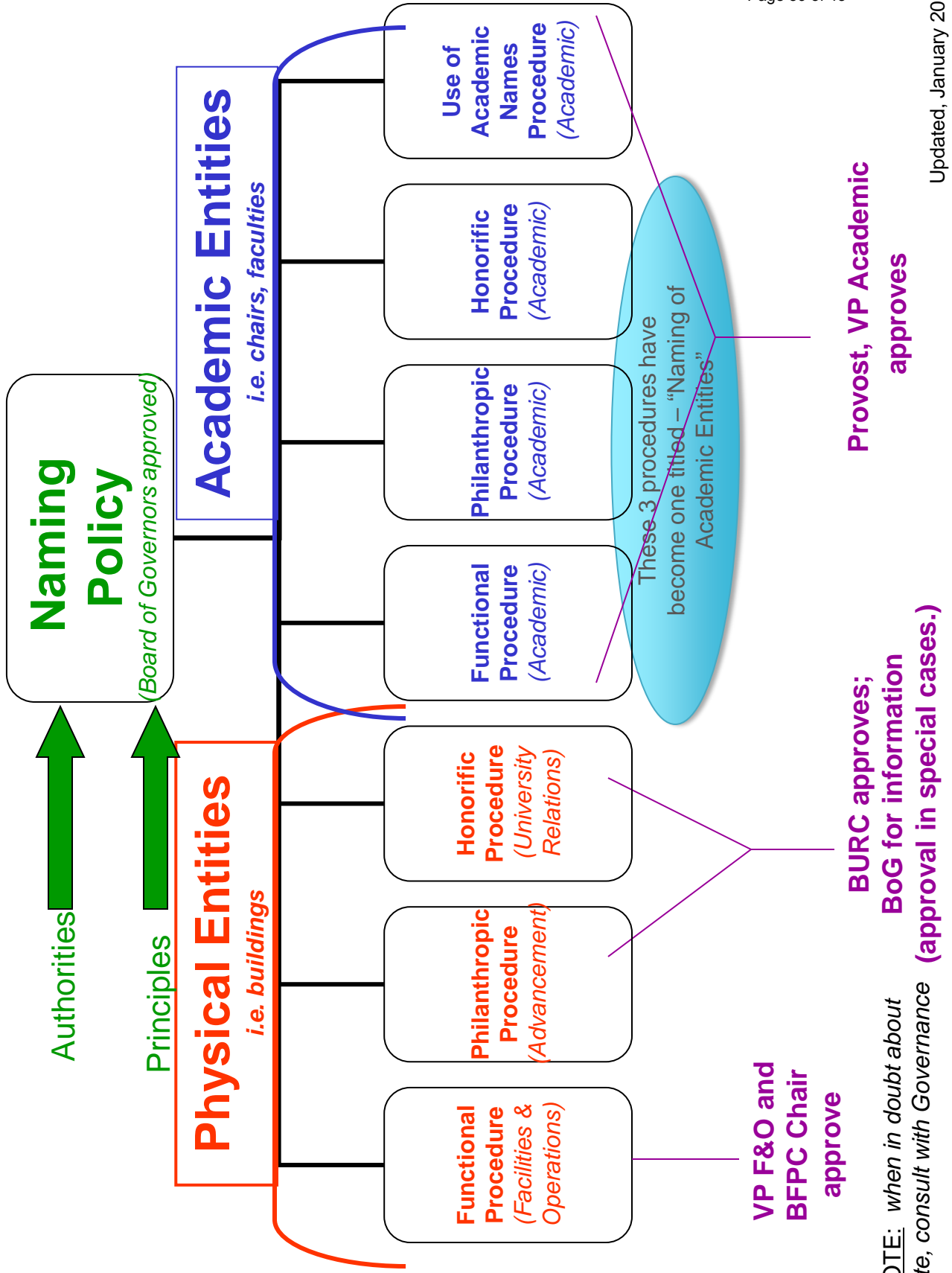
Functional Naming of Physical Entities Procedure Changes – 2012

CHANGE	RATIONALE
1. The administration of functional namings of physical entities is managed by the University Architect on behalf of the Vice-President (Facilities and Operations).	Ensures compliance with the Signage Policy and Signage Standards & Guidelines that are the responsibility of the Office of the University Architect.
2. A functional naming is brought forward by the University Architect, in consultation with a faculty as required.	Ensures that namings are submitted through a consistent process.
3. The Office of the Vice-President (Facilities and Operations) will consult with the Office of the Provost and Vice President (Academic), the Office of the Vice President (Advancement) and the Office of the Vice President (University Relations) with respect to functional naming and regarding any crossover areas of responsibilities with respect to a particular naming.	Ensures consultation across all portfolios.
4. In the event that the entity to be functionally named includes spaces that were previously philanthropically named, the Vice-President (Facilities and Operations) will communicate the proposed change to the Vice-President (Advancement) to ensure on-going stewardship of the donor.	To ensure that the University maintains relationships with it's donors.
5. There are no time limits or revoking protocols associated with functional naming.	Not previously stated.
6. Related Link: newly developed Signage Policy	To ensure that discussion of namings is inclusive of the signage standards.

Naming of Academic Entities Procedure Changes – 2012

CHANGE FROM ORIGINAL DOCUMENT	RATIONALE
Throughout the new document, there have been editorial changes to make concepts clearer for easier interpretation	
1. Academic naming proposals include consultation with the relevant vice-presidents	To ensure the minimum administrative requirements have been achieved
2. Format has changed – three procedure documents have been combined into one procedure document	Simplify format and provide side-by-side procedures for easy comparison of processes
3. PRINCIPLES statement has been included in the <i>Overview</i> in the new procedure	Make a broader statement that reflects the principles for philanthropic, honourific and functional namings
4. Naming of academic entities are limited to the names of individuals	Important to make a distinction between naming non-academic vs. academic entities
5. Paragraphs under PROPOSAL have been included under <i>Naming Proposal</i> and <i>Consultation</i> categories in the new procedure	No substantive change to original intent
6. Paragraphs under APPROVAL have been included under <i>Approval of Proposal</i> in the new procedure	No substantive change to original intent
7. Paragraphs under COMMUNICATION have been included under <i>Communication</i> in the new procedure	No substantive change to original intent
8. Paragraphs under TIME LIMITS AND REVOCATION OF NAMING have been included under <i>Time Limits and Revocation of Naming</i> in the new procedure	Added the statement under <u>Academic Philanthropic Naming</u> to include ' <i>The expected timeframe for the naming of a facility is 30 years.</i> '
9. The expected timeframe for the naming of a facility is 30 years.	For consistency and transparency
10. Inclusion of two forms and a communication master list	Ensures all the impacted parties receive consistent information as well as standardizing the format for easy use

NAMING POLICY SUITE
ADDITIONAL INFORMATION



NOTE: when in doubt about route, consult with Governance



**UNIVERSITY OF
ALBERTA**

Office of Advancement/Office of University Relations
NAMING OPPORTUNITIES PLAN

Name of Faculty/ Requesting Unit:

Contact:

Proposal:

- *(Provide a paragraph describing the overall naming opportunity.)*

Naming Opportunities List:

Naming opportunity

Minimum private sector investment

- | | |
|---|--|
| <ul style="list-style-type: none"> • <i>Name of Facility/ Facility Component</i> • <i>Brief description</i> | <i>Proposed amount based on criteria detailed in Appendices/Procedures</i> |
| <ul style="list-style-type: none"> • <i>Name of Facility/ Facility Component</i> • <i>Brief description</i> | <i>Proposed amount based on criteria detailed in Appendices/Procedures</i> |
| <ul style="list-style-type: none"> • <i>Name of Facility/ Facility Component</i> • <i>Brief description</i> | <i>Proposed amount based on criteria detailed in Appendices/Procedures</i> |
| <ul style="list-style-type: none"> • <i>Name of Facility/ Facility Component</i> • <i>Brief description</i> | <i>Proposed amount based on criteria detailed in Appendices/Procedures</i> |
| <ul style="list-style-type: none"> • <i>Name of Facility/ Facility Component</i> • <i>Brief description</i> | <i>Proposed amount based on criteria detailed in Appendices/Procedures</i> |

NOP Within Capital Plan: YES [] NO [] Within Capital Estimate: YES [] NO []

NOP Completed in Consultation with the Office of Advancement (for philanthropic namings) /Office of University Relations (for honourific namings): YES [] NO []

Submit this completed form for philanthropic namings to:
Office of the Vice-President (Advancement)
2-25 South Academic Building

Submit this completed form for honourific namings to:
Office of the Vice-President (University Relations)
2-03 South Academic Building



NAMING OPPORTUNITIES PLAN

Name of Faculty/ Requesting Unit: Faculty of Science

Contact: Gregory Taylor, Dean

Proposal: Centennial Centre for Interdisciplinary Science (CCIS)

The Centennial Centre for Interdisciplinary Science will provide space critical to the Faculty of Science's growth and success. In addition to housing five interdisciplinary research groups, the CCIS will provide lecture halls, teaching laboratories, and administrative offices, as well as the new location for the Department of Physics.

Naming Opportunities List:

<u><i>Naming opportunity</i></u>	<u><i>Minimum private sector investment</i></u>
Centennial Centre for Interdisciplinary Science	\$25,000,000
Atrium	\$ 2,000,000
Lecture theatres	
One with 500 seats	\$ 1,000,000
Two with 300 seats	\$ 250,000
One with 200 seats	\$ 150,000
Two with 150 seats	\$ 100,000
Small laboratory (numerous available)	\$ 50,000
Medium laboratory (numerous available)	\$ 100,000
Large laboratory (numerous available)	\$ 150,000 - 250,000
Seminar rooms (numerous available)	\$ 25,000 – 50,000
Small classroom, 20 to 30 seats (numerous available)	\$ 50,000
Observatory	\$ 150,000
Interdisciplinary Centres	\$ 250,000 – 1,000,000
<i>(Resource Geosciences, Integrated Earth & Landscape Management, Planetary Dynamics, Nano-structures and New Materials, Chemical Biology, (Astrophysical Sciences, Sub-Atomic Physics)</i>	

NOP Within Capital Plan: YES NO Within Capital Estimate: YES NO
NOP Completed in Consultation with Development Office: YES NO



PHILANTHROPIC OR HONOURIFIC NAMING PROPOSAL

Date:

Type of Naming Proposed: *(please check)* Philanthropic Honourific

Part of Approved Naming Opportunities Plan YES NO

Proposal

- *(Provide a paragraph describing the naming opportunity.)*

Background/Rationale

- *(Provide background on the naming opportunity including proposed name of facility or facility component, background on naming subject, background on gift, where applicable, and other pertinent information.)*

Possible Issues & Resolution

- *(Identify potential issues with this naming in terms of corporate or personal history, previous namings, extent of naming, etc. and provide options to resolve issues).*

Impact on University

- *(Identify possible positive and negative impacts to the university including capital expenditures, reputational impacts, etc.)*

Due Diligence Checklist

- | | |
|--|--|
| <input type="checkbox"/> Donation Acceptance Policy | <input type="checkbox"/> Approved Business Case (attach) |
| <input type="checkbox"/> Philanthropic Naming of Physical Entities Procedure | <input type="checkbox"/> Signage (F&O Consultation) |
| <input type="checkbox"/> Approved Naming Opportunities Plan (attach) | |

Consultation

Please describe the consultation process including names of those consulted and dates.

Submit this completed form and attachments to:

**Office of the Vice-President (Advancement)
 2-25 South Academic Building**

**DESIGNATION OF FACULTY SIZE
for Philanthropic Purposes Only
as Determined by Deans' Council On December 19, 2012**

FACULTY	Designation
ALES	Medium
Arts	Large
Augustana	Small
Business	Medium
Education	Medium
Engineering	Large
Extension	Small
Law	Small
Medicine & Dentistry	Large
Native Studies	Small
Nursing	Medium
Pharmacy	Small
Physical Education & Recreation	Medium
Rehab Medicine	Small
Saint-Jean	Small
School of Public Health	Small
Science	Large

The variables used were:

- Total student FLEs
- Total faculty FTE
- Operating budget (\$)
- Total expenditures (\$)