

## TERMS OF REFERENCE OF THE PRESIDENT'S ADVISORY COMMITTEE ON NAMING UNIVERSITY ASSETS

The President's Advisory Committee on Naming University Physical Assets (the committee) has the responsibility for making decisions or recommendations, in accordance with the policy established by the Board of Governors, for the official naming of all physical assets controlled by the University. Such recommendations are made through the President to the Board; decisions delegated to the Committee are reported to the Board for information. The committee also provides advice to the President on signs and commemorative plaques for named assets on the campus and on their form, location, and length of time allowed for hanging.

The Board of Governors delegates authority for the naming of assets to the naming committee for approval where the value of the asset named is less than \$500,000. Naming will be for donor honorific purposes where the social responsibility risk is low. This could include, but not be limited to, such items as trees, benches, classrooms and minor spaces in projects that have been previously approved by the Board.

### *The Naming Committee comprises:*

- The University President (committee chair);
- The University Secretary (committee secretary);
- The University Chancellor;
- Chair of Council (or designate);
- Vice-president, University Relations;
- Associate vice-president, Services
- Director, Infrastructure, Planning and Land Development

**There are generally five sources of possible names for University physical assets. These are:**

- Distinguished members of the University of Saskatchewan community who are no longer actively involved in the affairs of the University;
- Major benefactors of the University, including foundations and corporations
- Names that bear a special relationship to the University of Saskatchewan, the City of Saskatoon, or the Province;
- Functional designation; and
- Donors (small and large)

**There are generally two purposes in naming assets:**

**A. Names indicating Function and Use** – the President, acting on the recommendation of the Committee, may approve the name where the name is purely functional and indicates the use to which a facility is being put. The approval will be reported to the Board of Governors for information.

**B. Use of Names of Persons, Organizations, or Corporations for recognition purposes** – The President, after consultation with the committee, may recommend to the Board of Governors the name of a physical asset, or parts thereof, by the name of a distinguished person, an organization, or a corporation:

- Where an appropriate gift or bequest is made to the University, designated for that purpose, or

- Where it is the intention to honour a former member of the University community who has made a substantial add/or long-term contribution to the development and status of a faculty or department, or
- Where it is the intention to honour a former member of the University community who has made an outstanding contribution to University life and to the spirit of the community within the University.

Where the naming relates to an asset with a value of less than \$500,000, and where in the view of the committee the naming does not pose a reputational risk to the university, the process described under “A” above may be followed.

The naming request may be originated by:

- a. A request by an appropriate group of individuals
- b. An internal University physical asset development project;
- c. The receipt of a significant gift in accordance with the Recognition Policy; or
- d. When the naming of renaming of a facility or building appears to be in the general interest of the University.

**Procedure Summary:**

1. When a University physical asset naming request is received, the Chair shall contact all committee members via-email or fax providing details of the naming request and suggesting naming purposes A or B from above.
2. If, in the judgment of the committee, the naming process A should apply, the committee shall vote on the proposed name(s) by email or fax.
3. The committee recommendation of an A purpose name or a B purpose name for an asset with a value of less than \$500,000 shall be submitted by the President, through the Land & Facilities Committee of the Board (or the appropriate committee) to the Board of Governors for information only.
4. If no majority recommendation is obtained, the Chair shall convene a meeting or conference call of the committee to consider the matter further.
5. If, in the judgment of the committee, the naming process B should apply, then the chair shall convene a meeting of the committee to review the proposed name(s). The recommending person or group may speak to their recommendation(s) by invitation of the chair of the committee.
6. The committee recommendation of a B purpose name shall be submitted by the President through the Land & Facilities Committee of the Board (or the appropriate committee) to the Board of Governors for approval.
7. The committee shall be notified of the Board’s decision on the naming request.

*Approved by the Board of Governors December 2012, updated October 2017*