

The following report is presented to the Board of Governors for its consideration.

Since last reporting to the Executive Committee of the Board of Governors on October 31, 2019, Senate met on November 20, 2019 and will meet on December 4, 2019. As such, this report contains a summary of the items that were presented to Senate on November 20, 2019 and of the items that are anticipated to be presented to Senate on December 4, 2019.

The Senate meeting documents are available at:

<https://mcgill.ca/senate/senate-2019-2020/senate-meeting-documents-2019-2020>

I. FOR ACTION BY THE BOARD OF GOVERNORS

1. Proposed Revisions to the Policy Related to the Naming of University Assets [D19-21 and D19-22]

Senate received this item for information on November 20, 2019 and provided feedback. The revisions to the *Policy Related to the Naming of University Assets* will be presented to Senate for approval on December 4, 2019.

The Policy was approved by the Board in April 2006 and was last amended in September 2014. In light of the increasingly complex and large-scale naming opportunities regarding philanthropic donations, revisions to the Policy are needed. The proposed revisions aim to bring the Policy up-to-date with industry standards, align it with McGill's current objectives, address ambiguities and be forward-looking in its approach.

Subject to prior approval by Senate, be it resolved that the Board of Governors approve the proposed revisions to the Policy Related to the Naming of University Assets, attached as Appendix A.

II. FOR THE INFORMATION OF THE BOARD OF GOVERNORS

1. Open Discussion on the Future of Internationalization at McGill [D19-17]

Senators participated in an open discussion during the meeting of November 20, 2019. An open discussion is an opportunity for Senators to consider and debate an issue of academic significance facing the University. Following a review of potential topics, the Senate Steering Committee selected to focus the open discussion on the future of internationalization at McGill.

The discussion focused on how internationalization is/should be expressed at the University and objectives or key activities that could be developed in relation to this topic.

2. 495th Report of the Academic Policy Committee [D19-18]

On the recommendation of the Academic Policy Committee, Senate approved a Professional Development Certificate in Applied Artificial Intelligence (29-30 CEUs) within the School of Continuing Studies.

Senate was also informed of student exchanges, courses and teaching programs approved by the Academic Policy Committee in the name of Senate.

3. Report of the Senate Nominating Committee [D19-20]

Senate approved the Nominating Committee's recommendations with respect to appointments to Senate standing committees and committees arising from University regulations.

9. Annual Report on the Financial State of the University [D19-23]

Senate will receive this report on December 4, 2019, for information. The report contains the Financial Report to the Board of Governors and an overview of expectations for future developments relating to the University's financial state. The Board of Governors received this report on October 3, 2019.

8. Budget Planning 2020-2021 Report I [D19-24]

Senate will receive this report on December 4, 2019, for information. The report provides general observations about the fiscal year 2020 budget, as well as an overview of key uncertainties and risks for fiscal year 2021. The Board of Governors will receive this report on December 5, 2019.

10. Annual Report of the Academic Policy Committee (2018-2019) [D19-19]

Senate received this report for information, in accordance with the terms of reference of the Academic Policy Committee. The report provided an overview of the Committee's activities undertaken in 2018-2019 and its plans and priorities for 2019-2020.

14. Annual Report of the Committee on Libraries (2018-2019) [D19-25]

Senate will receive this report for information on December 4, 2019, in accordance with the terms of reference of the Committee on Libraries. The report provides an overview of the Committee's activities undertaken in 2018-2019.

13. Annual Report of the Committee on Enrolment and Student Affairs (2018-2019) [D19-26]

Senate will receive this report for information on December 4, 2019, in accordance with the terms of reference of the Committee on Enrolment and Student Affairs. The report

provides an overview of the Committee's activities undertaken in 2018-2019. More specifically, the report lists the new awards and revisions to existing awards and admission standards approved by the Committee in the name of Senate.

15. Report of the Joint Board-Senate Meeting (2019)

[D19-27]

Senate will receive this report for information on December 4, 2019. The report provides an overview of the November 14, 2019 joint Board of Governors and Senate meeting. The Board of Governors will receive this report on December 5, 2019.

END

December 2019



DRAFT

Draft: 15 November, 2019

POLICY NAME	POLICY RELATING TO THE NAMING OF UNIVERSITY ASSETS
Approving Body	To be filled by Secretary-General
Initial Approval Date	April 19, 2006 – Senate May 1, 2006 – Board of Governors (Executive Committee)
Date of last review	September 4, 2014 – Board of Governors (Executive Committee)
Date of next review	Date that the Governing Document is due for review
Executive Sponsor	Vice-Principal, University Advancement Secretary-General
Related Documents	<p>Gift Acceptance Policy https://www.mcgill.ca/secretariat/files/secretariat/gift_acceptance_policy_guidelines_approved_oct_2_2014.pdf</p> <p>Regulation on Conflict of Interest https://mcgill.ca/secretariat/files/secretariat/conflict-of-interest-regulation-on_0.pdf</p>

PART I - PURPOSE AND SCOPE

1. PURPOSE

- 1.1. It is a long-standing and honorable university custom to name existing and proposed tangible and intangible assets after founders, donors, volunteers, governors, staff members and others (“**University Community**”) who have made exceptional contributions to the University and its mission or to the broader local, national or international community.
- 1.2. Naming provides meaningful opportunities for the recognition of outstanding contributions by those who serve as inspiration for future generations of students, graduates, and members of the University Community. Further, by recognizing exceptional contributions to the University or to the community, the association with such extraordinary persons strengthens the University and its sense of heritage and connection to the community.
- 1.3. The naming of an asset is of considerable significance to the University for several reasons:

- 1.3.1. The choice of names selected for such recognition reflects how the University perceives itself, its mission and its values;
- 1.3.2. The assets available for naming are limited while the number of individuals (or organizations) who could potentially be honored by a naming is much greater – the limited number of naming opportunities must therefore be used judiciously; and
- 1.3.3. Care must be taken to ensure consistency in the tribute paid by the University to its staff, donors and other meritorious persons.
- 1.4. This Policy has been adopted as a means of ensuring that the above reasons, and the process and principles that guide the naming of University Assets, are clearly articulated, understood and uniformly applied by all those involved.
- 1.5. As of the date of its approval by the Board of Governors, this Policy shall be incorporated by reference and deemed to be part of any Naming Proposal and Memorandum of Agreement, hereafter provided for.

2. SCOPE

- 2.1. This Policy applies to the naming of all tangible and intangible assets (“**University Assets**”), whether existing or proposed, in recognition of individuals or Organizations, including but not limited to:

2.1.1. Tangible Assets:

- (a) buildings and parts thereof (wings, lecture and seminar rooms, laboratories, reading rooms, atria, foyers, etc.);
- (b) collections of books, archives, art and other documentary and/or cultural materials;
- (c) equipment;
- (d) open spaces, gardens, fields, etc.; and
- (e) other natural features or physical improvements.

2.1.2. Intangible Assets:

- (a) academic units (faculties, departments, schools, institutes, centres, libraries, etc.);
- (b) academic programs within one or more academic units;
- (c) endowed or limited term chairs;
- (d) awards, including scholarships and bursaries, to support or recognize students;
- (e) fellowships, professorships and other academic position support;
- (f) administrative posts (deanships, chairs, directorships, etc.);
- (g) events, both academic (lectures, symposia, conferences, etc.) and non-academic (athletic and other extracurricular events, etc.); and
- (h) student services and other services.

PART II – POLICY PROVISIONS

3. PRINCIPLES

3.1. The naming of University Assets must conform to the following principles:

- 3.1.1. Naming of a University Asset shall be made in accordance with this Policy and all related policies and guidelines.
- 3.1.2. Each naming shall enhance the mission, values and priorities of the University while preserving the University's integrity and academic freedom;
- 3.1.3. Naming at the University shall be independent of all appointment, admission and curriculum decisions;
- 3.1.4. Naming shall not be granted in a manner that implies the University's endorsement of a political or ideological position or the use of a particular product or service;
- 3.1.5. Naming of academic units and programs shall not impede the University from altering its academic and research priorities;
- 3.1.6. Buildings, academic units, programs, institutes and centres shall be named only after individuals;
- 3.1.7. Persons recognized in a naming must be of sound reputation;
- 3.1.8. Naming of University Assets in recognition of an organization, including corporation, corporate foundation or other similar entity, ("**Organization**") shall be permitted, however, for a defined period of time and shall exclude the naming of University Assets listed in paragraph 3.1.6 above;
- 3.1.9. For any naming of a University Asset, the University shall seek, where possible, the written permission from the intended honoree, or, if deceased, members of the intended honoree's family; and
- 3.1.10. Naming of University Assets shall comply with University funding minima and standards in effect from time to time.

4. NAMING AUTHORITY

- 4.1. Authority for the approval of the naming or renaming of University Assets is vested in the Board of Governors. Section 7 of this Policy outlines the approval process required for naming University Assets.
- 4.2. Subject to paragraph 4.3 below, The Board of Governors, however, delegates its authority to name University Assets to the Principal, with due respect to the approval process outlined in Section 7. The Principal shall report annually to the Board of Governors on the exercise of the Principal's authority.
- 4.3. The Board of Governors shall retain its authority to approve naming of academic units, programs, institutes, centres, buildings and other significant tangible assets ("**Significant Assets**").

5. DURATION OF NAMING

5.1. Naming Recognizing Individuals

- 5.1.1. Any naming of a University Asset recognizing an individual shall remain in place for either the useful life of the asset or a limited term, as agreed to by the parties, and subject to the further terms hereof.
- 5.1.2. The duration for a naming recognizing an individual shall be consistent with University practice, taking account of the relevant person's association with the University and giving history, as applicable, as well as the size and prominence of the asset in question. Generally, the duration shall not be more than 100 years.
- 5.1.3. Notwithstanding paragraph 5.1.1 above, where (i) a University Asset is named after an individual, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).

5.2. Naming Recognizing Organizations

- 5.2.1. Any naming of a University Asset recognizing an Organization shall be for a limited term.
- 5.2.2. Notwithstanding paragraph 5.2.1 above, where (i) a University Asset is named after an Organization, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).

- 5.3. Derogation. To request a derogation from this Section 5, the Naming Sponsor (as defined in paragraph 7.2 below) shall make a recommendation to the person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy, for final decision-making.

6. TIMING OF ACTIVATION

- 6.1. No commitment (verbal or written) shall be made by the University or any member of the University Community to any person for the naming of a University Asset without first obtaining the requisite approvals in accordance with Section 7 of this Policy.
- 6.2. Once such approval has been granted, any naming in recognition of a donor will only take effect once a significant portion of the donation has been received by the University.
- 6.3. Notwithstanding paragraph 6.2 above, any naming of an award (including bursaries and scholarships) to support or recognize students shall take effect at the time of approval (either in accordance with Section 7 of this Policy or by the Committee on Enrollment and Student Affairs (“CESA”), as the case may be).
- 6.4. Naming of a tangible University Asset or a Significant Asset in honour of a member of the University Community who has retired or departed from the University, or in memory of a member of the University Community who is deceased, shall not be conferred until two (2) years following the honoree’s retirement, departure or death.
- 6.4.1. Any exception to the naming delay contemplated in paragraph 6.4 above shall be at the request of the Naming Sponsor and subject to approval by the person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy.

7. APPROVAL PROCESS

- 7.1. This Section 7 shall not apply to any named awards to support or recognize students with a value of less than one million dollars (\$1,000,000), as the approval of these awards is delegated to CESA.
- 7.2. Naming recommendations may originate from any member of the University Community who shall forward a recommendation in writing to the individual with the overall responsibility for the asset in question, including but not limited to: A Dean/Director, the Provost and Vice-Principal (Academic), or a Vice-Principal (the “**Naming Sponsor**”).
- 7.3. The Naming Sponsor shall evaluate the proposed naming and, if it is deemed worthy of further action, shall develop a written naming proposal, incorporating the principles set forth in Section 3 above, and in accordance with the requirements in Section 8 below, supporting the case for the naming, and seek the written opinion of the Provost and Vice-Principal (Academic), the Vice-

Principal (University Advancement), and the Vice-Principal (Administration and Finance) on the merits of pursuing the proposal.

- 7.4. Once these opinions have been received, a recommendation is made to the Principal, including the opinions of the Provost and Vice-Principal (Academic), the Vice-Principal (University Advancement), and the Vice-Principal (Administration and Finance). All opinions must be unanimously supportive of the Naming Proposal before further steps in the approval process can be taken.
- 7.5. The Principal, once satisfied that the Naming Proposal conforms to this Policy and that the recommendation is deserving of support, may, subject to the following paragraph, grant approval to the naming.
- 7.6. In the case of the naming a Significant Asset, the Principal shall consult with an *ad hoc* committee composed of members of the Board of Governors, the Senate, and the University Community. Following such consultation the Principal may recommend approval of the Naming Proposal to the Board of Governors.
- 7.7. The *ad hoc* committee stipulated in paragraph 7.6 above shall be formed by the Principal or by the Secretary-General on the Principal's behalf.
- 7.8. Notwithstanding any of the provisions of this Section 7, if a proposed naming relates to campus development (e.g. construction or renovation) or the creation of a new academic unit, program, institute or centre, all necessary governmental and University approvals for such development or creation must be obtained before a naming may be finally approved.

8. CONTENTS OF NAMING PROPOSALS

- 8.1. Naming proposals shall be in writing and shall contain the following:
 - (a) a clear description of the naming recommendation being proposed;
 - (b) a clear indication of the importance of the naming to the University;
 - (c) the proposed term (and rationale therefor) of the naming and its short and long term implications, including a provision for the future renaming of the asset;
 - (d) the appropriateness of the timing of the naming (where the naming is in recognition of a retired or deceased individual);
 - (e) other particular conditions, concerns, or impacts of the naming on the academic unit and/or the University;
 - (f) a provision acknowledging that due diligence has been conducted; and

- (g) a provision incorporating the provisions of this Policy as an integral part of the proposal or agreement.

8.2. Naming Proposals associated with donors, in addition to the matters referred to in paragraph 8.1 above, shall be approved by the relevant parties and also contain:

- (a) a statement as to the nature and impact of the gift meriting named recognition and the expected schedule of payment;
- (b) the significance of the gift as it relates to the realization and/or success of the project/priority or to the enhancement of the project's/priority's usefulness to the University; and
- (c) where the naming is to be of a new unit or program, its relevance, sustainability and impact on the University's or faculty's strategic priorities.

9. DUE DILIGENCE

- 9.1. The Naming Sponsor shall conduct an appropriate due diligence to be reasonably assured that the person honored by the naming is of sound reputation and that the naming complies with this Policy. University Advancement and Legal Services may be requested to assist with such due diligence from time to time.
- 9.2. The person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy, shall be satisfied that the obligation of due diligence has been fulfilled.

10. CONFIDENTIALITY

- 10.1. Any discussions of a proposed naming, including Naming Proposals, shall be dealt with in the strictest of confidence by all parties involved in the process until the naming is publicly announced by the University.

11. RENAMING OF UNIVERSITY ASSETS

- 11.1. The University may rename an asset under the following circumstances:

- (a) if a named asset has been or will be altered in its form, nature or use;
- (b) at the expiration of the useful life of the asset or term of a naming, if applicable; or
- (c) if a naming is terminated in accordance with Section 12 below.

- 11.2. A proposal to rename an asset or to add a second name shall adhere to the same procedures and criteria for naming set out above. Any eventual approved renaming is subject to the further naming terms of this Policy.
- 11.3. For a proposed renaming pursuant to paragraph 11.1(a) or 11.1(b), the University Advancement unit shall consult the head of the relevant unit concerning the potential renaming of an asset under the purview of such head of unit.
- 11.4. For a proposed renaming pursuant to paragraph 11.1(a), which may involve (a) renaming of the original asset named for the balance of an applicable term; or (b) naming of a different asset for the balance of an applicable term; the University shall consult the other party or parties concerned (e.g. donor, donor representative), if practicable.
- 11.5. In the event of an approved renaming, which relates to a gift agreement or other agreement in effect, the University and the party or parties concerned shall document the revised naming terms and conditions by a signed agreement in writing, where possible.

12. REVOCATION OF NAMING

- 12.1. A naming may be revoked where retention of the name would be prejudicial to the University's reputation and/or found to be in contradiction to the University's mission or values.
 - 12.1.1. In the event of a revocation of a naming in recognition of a donor pursuant paragraph 12.1 above, the University shall not be required to return any portion of the gift already received.
- 12.2. In addition to the rights of the University set forth in paragraph 12.1 above, the University shall retain the right to revoke a naming in recognition of a donor if there is a shortfall in the anticipated payment(s), following reasonable notice to the donor and an opportunity to cure.
 - 12.2.1. In case of such a shortfall, the University may (1) revoke the naming and offer the donor(s) an alternate naming commensurate with the actual giving level; and (2) shall not be required to return any portion of the gift already received.
- 12.3. The person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy, has the authority to revoke a naming pursuant to this Section 12. Any revocation herein shall be contingent on fulfillment of the obligation of due diligence by the individual(s) responsible for recommending the revocation of a naming (to be referred to as the "**Revocation Sponsor**").
- 12.4. The revocation process shall parallel the approval process pursuant to Section 7 of this Policy and the Revocation Sponsor shall take the lead in following all of the steps in the revocation process in the same manner that the Naming Sponsor leads the steps in the approval process.

13. PLAQUES AND SIGNS RECOGNIZING NAMES

- 13.1. Plaques and other signs recognizing a naming shall be of generally uniform design and contain the name of the honoree and the date of dedication or, as appropriate, the date on which the project was substantially completed.
- 13.2. All plaques and signs are subject to University policies and guidelines applicable to signage. Names may be abbreviated where there are space constraints such as in campus maps or in online communications.

14. RECORDS

- 14.1. Once final approval of the naming has been granted and the naming has been publicly announced, a copy of the Naming Proposal, Memorandum of Agreement, deed of donation, record of approval and other relevant documents shall be deposited with the Secretariat.
- 14.2. The University Advancement Office shall also keep a complete record of all Naming Agreements and related documents for any naming associated with a philanthropic gift.
- 14.3. The Office of Campus and Space Planning shall be responsible for maintaining and updating an inventory of named assets.

15. LEGAL REVIEW

- 15.1. Legal Services of the University shall review Naming Proposals, Memoranda of Agreement, deeds of donation and other relevant documents relating to the following; and shall make recommendations to the Principal concerning any legal and contractual aspects of:
 - (a) Naming in recognition of a donor or honoree
 - (b) Modifications of any naming
 - (c) Revocation of any naming

PART III – AUTHORITY TO APPROVE PROCEDURES

The Vice Principal (University Advancement) is vested with the authority to approve procedures as they relate to this Policy.

PART IV – REVIEW

This Policy shall be reviewed at least every five (5) years or as deemed necessary by the Executive Sponsors and/or the Board of Governors.



DRAFT

Draft: 15 November, 2019

POLICY NAME	POLICY RELATING TO THE NAMING OF UNIVERSITY ASSETS
Approving Body	To be filled by Secretary-General
Initial Approval Date	April 19, 2006 – Senate May 1, 2006 – Board of Governors (Executive Committee)
Date of last review	September 4, 2014 – Board of Governors (Executive Committee)
Date of next review	Date that the Governing Document is due for review
Executive Sponsor	Vice-Principal, University Advancement Secretary-General
Related Documents	<p>Gift Acceptance Policy https://www.mcgill.ca/secretariat/files/secretariat/gift_acceptance_policy_guidelines_approved_oct_2_2014.pdf</p> <p>Regulation on Conflict of Interest https://mcgill.ca/secretariat/files/secretariat/conflict-of-interest-regulation-on_0.pdf</p>

PART I - PURPOSE AND SCOPE

1. PURPOSE

- 1.1. It is a long-standing and honorable university custom to name existing and proposed tangible and ~~non-in~~ tangible assets after ~~the names of~~ founders, ~~benefactor~~~~donors~~, ~~volunteers~~, governors, ~~staff members of staff~~ and others – (“**University Community**”) who have made exceptional contributions to the ~~institution~~ University and its mission or to the broader local, national or international community.
- 1.2. Naming provides meaningful opportunities for the recognition of outstanding contributions by those who serve as inspiration for future generations of students, graduates, and members of the University ~~C~~community. Further, by recognizing exceptional contributions to the ~~institution~~ University or to the community, the association with such extraordinary ~~individuals~~ persons strengthens the ~~institution~~ University and its sense of heritage and connection to the community. ~~The ceremonies held to mark such recognition represent significant events in an institution’s history.~~

- 1.3. The naming of an ~~institution's~~ "asset" is of considerable significance to ~~an institution~~the University for several reasons:
 - 1.3.1. The choice of ~~persons~~names selected for such recognition reflects how ~~an institution~~the University perceives itself, its mission and its values;
 - 1.3.2. The ~~institutional~~ assets available for naming are limited while the number of individuals (or organizations) who could potentially be honored by a naming is much greater – the limited number of naming opportunities must therefore be used judiciously; and
 - 1.3.3. ~~Names are usually attached to a particular asset in perpetuity or for the life of the asset;~~
 - 1.3.4. Care must be taken to ensure consistency in the tribute paid by the University to its staff, ~~benefactor~~donors and other meritorious persons.
- 1.4. This Policy has been adopted as a means of ensuring that the above reasons, and the process and principles that guide the naming of University Assets, are clearly articulated, understood and uniformly applied by all those involved.
- 1.5. As of the date of its approval by the Board of Governors, this Policy shall be included **by reference into and deemed** to be part of any Naming Proposal and Memorandum of Agreement, hereafter provided for.

2. SCOPE

- 2.1. This Policy applies to the naming of all ~~University assets~~, tangible and ~~non-intangible~~ assets ("University Assets"), whether existing or proposed, in recognition of individuals or Organizations, which include including but not limited to:
 - 2.1.1. Tangible Assets:
 - (a) buildings and parts thereof (~~e.g.~~, wings, lecture and seminar rooms, laboratories, reading rooms, atria, foyers, etc.);
 - (b) collections of books, archives, art and other documentary and/or cultural materials;
 - (c) equipment;
 - (d) open spaces, gardens, ~~roads~~, fields, etc.; and,
 - (e) other natural features or physical improvements.
 - 2.1.2. ~~Non-Intangible~~ Assets:
 - (a) academic units (~~e.g.~~, faculties, departments, schools, institutes, centres, libraries, etc.)
 - (b) academic programs within one or more academic units;

- (c) endowed or limited term chairs;
- (d) ~~funds awards, including scholarships and~~ bursaries, to support or recognize ~~graduate and undergraduate~~ students;
- (e) fellowships, professorships and other academic position support;
- (f) administrative posts (deanships, chairs, directorships, etc.);
- (g) events, both academic (~~e.g.,~~ lectures, symposia, conferences, etc.) and non-academic (~~e.g.,~~ athletic and other extracurricular events) and;
- (h) student services and other services.

PART II – POLICY PROVISIONS

3. PRINCIPLES

- 3.1. The naming of University ~~A~~assets must conform to the following principles:
 - 3.1.1. Naming of a University Asset shall be made in accordance with this Policy and all related policies and guidelines.
 - 3.1.2. Each naming shall enhance the mission, values and priorities of the University while preserving the University's integrity and academic freedom;
 - 3.1.3. Naming at the University shall be independent of all appointment, admission and curriculum decisions;
 - 3.1.4. Naming shall not be granted in a manner that implies the University's endorsement of a political or ideological position or the use of a particular product or service;
 - 3.1.5. Naming of academic units and programs shall not impede the University from altering its academic and research priorities ~~and shall conform to all University policies and guidelines governing the establishment of such assets;~~
 - 3.1.6. Buildings ~~and,~~ academic units and programs, institutes and centres shall be named only after individuals;
 - 3.1.7. ~~Individuals~~ Persons recognized in a naming must be of sound reputation;
 - 3.1.8. Naming ~~of University tangible assets~~ of University Assets in recognition of an organization, including corporation, corporate foundation or other similar entity, ("Organization") shall be permitted, however, for a defined ~~and limited~~ period of time and shall exclude the naming of University Assets listed in paragraph 3.1.6 above ; no building shall so be named;

- 3.1.9. For any naming of a University Asset, the University shall seek, where possible, the written permission from the intended honoree, or, if deceased, members of the intended honoree's family; and
- 3.1.10. Naming of University Assets shall comply with University funding minima and standards ~~the standards for each level of naming opportunity or particular assets as specified in effect~~ from time to time ~~by the University;~~

4. NAMING AUTHORITY

- 4.1. Authority for the approval of the naming or renaming of University Assets is vested in the Board of Governors. Section 7 of this Policy outlines the consultative approval process required for naming University Assets.
- 4.2. ~~However, with the exception of the authority to name academic units and programs, and buildings and other significant tangible assets Subject to paragraph 4.3 below, T~~the Board of Governors, however, delegates its authority to name University Assets to the Principal, with due respect to the consultative approval process outlined in Section 7. The Principal shall report annually to the Board of Governors on the exercise of ~~his or her~~the Principal's authority.
- 4.3. The Board of Governors shall retain its authority to approve naming of academic units and programs, institutes, centres, buildings and other significant tangible assets ("Significant Assets").

~~No commitment (verbal or written) shall be made by a member of the University community to any person for the naming of any University asset without the prior written approval of the Principal;~~

- ~~4.3.1.1. Commemorative naming of a tangible University asset in honour of a member of the University community shall not be conferred until two years following the member's retirement or death;~~
- ~~4.4. Naming in recognition of a benefactor will only take effect once a significant portion of the donation has been received.~~

5. DURATION OF NAMING

5.1. Naming Recognizing Individuals

- ~~4.4.1.5.1.1.~~ Any naming of a University Asset recognizing an individual shall remain in place for either the useful life of the asset or a limited term, as agreed to by the parties, and subject to the further terms hereof.

5.1.2. The duration for a naming recognizing an individual shall be consistent with University practice, taking account of the relevant person's association with the University and giving history, as applicable, as well as the size and prominence of the asset in question. Generally, the duration shall not be more than 100 years.

5.1.3. Notwithstanding paragraph 5.1.1 above, where (i) a University Asset is named after an individual, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).

5.2. Naming Recognizing Organizations

5.2.1. Any naming of a University Asset recognizing an Organization shall be for a limited term.

5.2.2. Notwithstanding paragraph 5.2.1 above, where (i) a University Asset is named after an Organization, and (ii) the University Asset so named is directly supported by an endowment fund (such as endowed Chairs or scholarships), the University may maintain such naming for the term of the endowment (in most cases, for a perpetual term).

5.3 Derogation. To request a derogation from this Section 5, the Naming Sponsor (as defined in paragraph 7.2 below) shall make a recommendation to the person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy, for final decision-making.

6. TIMING OF ACTIVATION

6.1. No commitment (verbal or written) shall be made by the University or any member of the University Community to any person for the naming of a University Asset without first obtaining the requisite approvals in accordance with Section 7 of this Policy.

6.2. Once such approval has been granted, any naming in recognition of a donor will only take effect once a significant portion of the donation has been received by the University.

6.3. Notwithstanding paragraph 6.2 above, any naming of an award (including bursaries and scholarships) to support or recognize students shall take effect at the time of approval (either in accordance with Section 7 of this Policy or by the Committee on Enrollment and Student Affairs ("CESA"), as the case may be).

6.4. ~~Commemorative naming~~ Naming of a tangible University Asset or a Significant Asset in honour of a member of the University Community who has retired or departed from the University, or in memory of a member of the University Community who is deceased, shall not be conferred until two (2) years following the honoree's retirement, departure or death.

- 6.5. Any exception to the naming delay contemplated in paragraph 6.4 above shall be at the request of the Naming Sponsor and subject to approval by the person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy.

~~5. DUE DILIGENCE~~

~~Any naming is contingent on fulfillment of the obligation of due diligence by the individuals responsible for recommending and approving a naming.~~

~~6. CONFIDENTIALITY~~

~~All Naming Proposals, whether to honour a benefactor or non-benefactor, shall be dealt with in the strictest of confidence by all involved in the process until the naming is publicly announced by the University.~~

7. APPROVAL PROCESS

- 7.1. This Section 7 shall not apply to any named awards to support or recognize students with a value of less than one million dollars (\$1,000,000), as the approval of these awards is delegated to CESA.
- 7.2. Naming recommendations may originate from any member of the ~~McGill community~~University Community who ~~Members~~ shall forward ~~their~~ a recommendation in writing to ~~the one among the following~~ individuals, ~~in accordance~~ with the overall ~~and general~~ responsibility for the asset in question, including but not limited to: A Dean/-a Dean, the Director or Dean of Libraries, the Provost and Vice-Principal (Academic), the Deputy Provost, an Associate Provost, or a Vice-Principal, or the Secretary General(the "Naming Sponsor").
- 7.3. The ~~Dean, Director or Dean of Libraries, Provost, Deputy Provost, Associate Provost, Vice-Principal, or Secretary General, as the case may be,~~Naming Sponsor ~~will~~ shall evaluate the proposed naming and, if it is deemed worthy of further action, shall develop a written naming proposal, incorporating the principles set forth in Section 3 above, and in accordance with the requirements in Section 8 below, supporting the case for the naming, and ~~seek the written opinion of the Provost and Vice-Principal (Academic), the Vice-Principal (University Advancement), and the Vice-Principal (Administration and Finance) on the merits of pursuing the proposal.~~
- 7.4. Once these opinions have been received, the ~~Dean, Director or Dean of Libraries, Provost, Deputy Provost, Associate Provost, Vice-Principal, or the Secretary General, as the case may be,~~ shall ~~develop a written Naming Proposal supporting the case for the naming and make a~~

recommendation is made to the Principal, including - Naming Proposals shall incorporate the principles set out in Section III (Principles) and be prepared in accordance with Section VIII (Contents of Naming Proposals) of this Policy. This proposal will include the opinions of the Provost and Vice-Principal (Academic), the Vice-Principal (University Advancement), and the Vice-Principal (Administration and Finance). All opinions must be unanimously supportive of the Naming Proposal before further steps in the approval process can be taken. though it is not required that the opinions be unanimously supportive.

7.5. The Principal, once satisfied that the Naming Proposal conforms to this Policy and that the recommendation is deserving of support, may, subject to the following paragraph, grant her or his approval to the naming.

7.6. ~~In the case of the naming of an academic unit or program, or buildings or other significant tangible assets,~~ a Significant Asset, the Principal shall consult with an ad hoc committee composed of members of the Board of Governors, the Senate, and the University Community ~~University community~~, all of whom shall be designated by the Principal. Following such consultation the Principal may recommend approval of the Naming Proposal to the Board of Governors ~~or its Executive Committee~~.

7.7. The ad hoc committee stipulated in paragraph 7.6 above shall be formed by the Principal or by the he Secretary-General on the Principal's behalf.

7.8. Notwithstanding any of the provisions of this Section 7, if a proposed naming relates to campus development (e.g. construction or renovation) or the creation of a new academic unit, program or research centre, all necessary governmental and University approvals for such development or creation new must be obtained before a naming may be finally approved.

~~In the case of the naming of an academic unit or program, or buildings or other significant tangible assets, the Principal shall consult with an ad hoc committee composed of members of the Board of Governors, the Senate, and the University community, all of whom shall be designated by the Principal. Following such consultation the Principal may recommend approval of the Naming Proposal to the Board of Governors or its Executive Committee.~~

8. CONTENTS OF NAMING PROPOSALS

8.1. Naming proposals shall be in writing and shall contain the following:

a) a clear description of the naming recommendation being proposed;

~~b) a summary of the life, career and meritorious activity of the person to be recognized to ensure consistency with the objectives of this Policy;~~

b) a clear indication of the importance of the naming to the University;

c) the proposed duration term (and rationale therefor) of the naming and its short and long term implications, including a provision for the future renaming of the asset;

~~e) the implications of the particular Naming Proposal for other naming opportunities associated with the asset where relevant; taking into account the priorities of the particular program, in the context of the mission and priorities of the University;~~

~~f) provision for the future renaming of the asset especially where the asset may be eventually replaced or substantially altered in its form, nature or use;~~

~~g) the level of support for the proposal within the unit involved, where relevant;~~

d) the appropriateness of the timing of the naming (where the naming is in recognition of a retired or deceased individual);

e) other particular conditions, concerns, or impacts of the naming on the academic unit and/or the University; ~~and~~;

f) a provision acknowledging that due diligence has been conducted; and

g) a provision incorporating the provisions of this Policy as an integral part of the proposal or agreement.

8.2. Naming Proposals associated with ~~benefactor donors~~, in addition to the matters referred to ~~under the preceding paragraph in paragraph 8.1 above~~, shall be approved signed by the relevant parties and also contain:

a) ~~a statement as to the nature and impact of the gift meriting named recognition~~ and the expected schedule of payment;

b) the significance of the gift as it relates to the realization and/or success of the project/priority or to the enhancement of the project's/priority's usefulness to the University; and

~~c) a statement of the gift, the expected schedule of payment;~~

c) where the naming is to be of a new unit or program, its relevance, sustainability and impact on the University's or faculty's strategic priorities.

~~e) the period of the naming where the person being recognized is a corporation, foundation or other similar entity; and,~~

~~f) a provision dealing with the contingency that the gift is not received in accordance with the terms agreed to.~~

9. DUE DILIGENCE

- 9.1. The Naming Sponsor shall conduct an appropriate due diligence to be reasonably assured that the person honored by the naming is of sound reputation and that the naming complies with this Policy. University Advancement and Legal Services may be requested to assist with such due diligence from time to time.
- 9.2. The person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy, shall be satisfied that the obligation of due diligence has been fulfilled.

10. CONFIDENTIALITY

- 10.1. Any discussions of a proposed naming, including Naming Proposals, shall be dealt with in the strictest of confidence by all parties involved in the process until the naming is publicly announced by the University.

11. RENAMING OF UNIVERSITY ASSETS

- 11.1. The University may rename an asset under the following circumstances:
- (a) if a named asset has been or will be altered in its form, nature or use;
 - (b) at the expiration of the useful life of the asset or term of a naming, if applicable; or
 - (c) if a naming is terminated in accordance with Section 12 below.
- ~~11.2. 11.1A naming will normally be for the useful life of an asset. If an asset must be replaced or substantially altered in its form, nature or use, the University reserves the right to rename the asset. However, recognition of earlier donors and honourees shall be included where appropriate.~~
- 11.2. A proposal to rename an asset or to add a second name shall adhere to the same procedures and criteria for naming set out above. Any eventual approved renaming is subject to the further naming terms of this Policy.
- 11.3. For a proposed renaming pursuant to paragraph 11.1(a) or 11.1(b), the University Advancement unit shall consult the head of the relevant unit concerning the potential renaming of an asset under the purview of such head of unit.

11.4. For a proposed renaming pursuant to paragraph 11.1(a), which may involve (a) renaming of the original asset named for the balance of an applicable term; or (b) naming of a different asset for the balance of an applicable term; the University shall consult the other party or parties concerned (e.g. donor, donor representative), if practicable.

11.5. In the event of an approved renaming which relates to a gift agreement or other agreement in effect, the University and the party or parties concerned shall document the revised naming terms and conditions by a signed agreement in writing, where possible.

~~11.3. —~~

~~11.4. —~~

11.5.11.6. When an asset is proposed for renaming, reasonable efforts will be made to inform the original honouree or benefactor in advance. If the honouree or benefactor is deceased, reasonable efforts will be made to inform the next generation of family members in advance of the renaming.

11.6.11.7. Where a naming is for a limited period of time the University reserves the right to rename the asset on the expiration of that time.

12. REVOCATION OF NAMING

~~12.1. Moreover, the University shall retain the discretion to revoke a naming where, in the opinion of the Board of Governors~~A naming may be revoked where, retention of the name would be prejudicial to the University's reputation and/or found to be in contradiction to the University's mission or values.

12.1.1. In the event of a revocation of a naming in recognition of a donor pursuant to paragraph 12.1 above, the University shall not be required to return any portion of the gift already received.

12.2. In addition to the rights of the University set forth in paragraph 12.1 above, the University shall retain the right to revoke a naming in recognition of a donor if there is a shortfall in the anticipated payment(s), following reasonable notice to the donor and an opportunity to cure.

12.2.1. In case of such a shortfall, the University may (1) revoke the naming and offer the donor(s) an alternate naming commensurate with the actual giving level; and (2) shall not be required to return any portion of the gift already received.

~~12.3. Authority to revoke a naming is vested in The person(s) vested with the Naming Authority, pursuant to Section 4 of this Policy has the authority to revoke a naming pursuant to this Section 12. Any revocation herein the Board of Governors and~~shall be contingent on fulfillment of the obligation of due diligence by the individual(s) responsible for recommending the revocation of a naming (to be referred to as the "Revocation Sponsor").

12.4. The revocation process shall parallel the approval process pursuant to Section 7 of this Policy and the Revocation Sponsor shall take the lead in following all of the steps in the revocation process in the same manner that the Naming Sponsor leads the steps in the approval process.

12.4.12.5. No commitment to a naming shall extend beyond the life or existence of the asset named.

13. PLAQUES AND SIGNS RECOGNIZING NAMES

- 13.1. Plaques and other signs recognizing a naming shall be of generally uniform design and contain the name of the honoree and the date of dedication or, as appropriate, the date on which the project was substantially completed.
- 13.2. All plaques and signs are subject to University policies and guidelines applicable to signage. Names may be abbreviated where there are space constraints such as in campus maps or in online communications.

14. RECORDS

- 14.1. Once final approval of the naming has been granted and the naming has been publicly announced, a copy of the Naming Proposal, Memorandum of Agreement, deed of donation, record of approval and other relevant documents shall be deposited with the Secretariat.
- 14.2. The University Advancement Office shall also keep a complete record of all Naming Agreements and related documents for any naming associated with a philanthropic gift.
- 14.3. The Office of Campus and Space Planning shall be responsible for maintaining and updating an inventory of named assets.

15. LEGAL REVIEW

- 15.1. Legal Services of the University shall review Naming Proposals, ~~Memorandum-Memoranda~~ of Agreement, deeds of donation and other relevant documents relating to the following; and shall make recommendations to the Principal concerning any legal and contractual aspects of:
 - a) Naming in recognition of a ~~benefactor~~donor or honoree
 - b) ~~Changes to~~Modifications of any naming
 - c) Revocation of any naming

PART III – AUTHORITY TO APPROVE PROCEDURES

The Vice Principal (University Advancement) is vested with the authority to approve procedures as they relate to this Policy.

PART IV – REVIEW

This Policy shall be reviewed at least every five (5) years or as deemed necessary by the Executive Sponsors and/or the Board of Governors.