

 <p><b>BRANDON UNIVERSITY</b> Founded 1899</p>	<p align="center"><b>Naming of Buildings, Parts Thereof, Sections of Grounds, and Programs Policy</b></p>	<p><i>Approved by</i>      <i>Board of Governors</i></p> <p><i>Administered by</i>   <i>President and Vice-Chancellor</i></p>
<p align="center"><b><i>Board of Governors Policy</i></b></p>	<p><i>First Approved:</i> <i>June 21, 1991</i></p>	<p><i>Updated:</i></p>

**Policy Statement:**

Brandon University values the close relationships which evolve with individuals, families, groups, or organizations through long standing involvement with the institution and/or from significant financial contributions made via the University’s donor programs. The University, in exceptional circumstances, may also recognize individuals or groups who have made enduring contributions to society as a whole. In appreciation of these relationships and contributions the University offers both honorary and commemorative naming opportunities. Recognition may be given by the naming of a building or part thereof, a section of the grounds, or a program.

(NOTE: Naming of scholarships/awards and research endowments are the responsibility of Senate.)

**Criteria:**

Categories of individuals, groups, or organizations to be so honoured may include the following:

- a) Individuals, families, groups, or organizations who have made significant contributions to the life and mission of the University through direct or other forms of involvement, including, but is not limited to, monetary donations;
- b) Former members of the faculty, staff, or student body who have made outstanding contributions to their discipline, the University, or the greater community;
- c) Individuals, families, groups, or organizations who have made outstanding contributions to society as a whole.

**Process:**

- The President is responsible for establishing a Presidential Committee and procedure to vet all nominations for both honorary and commemorative naming.

- The President is responsible for making a recommendation to the Board of Governors, based on the above criteria.
- The Board of Governors has final approval on all naming opportunities.

### **Procedures:**

#### THE COMMITTEE:

As specified in the Policy for Naming Buildings, Parts Thereof, Sections of Grounds, and Programs, the President shall establish a President's Naming Committee.

The President's Naming Committee (PNC) shall consist of:

- \* The President or designate - as chair;
- \* The Chair of the Board of Governors;
- \* The Vice-Chair of Senate;
- \* The President of the BUSU;
- \* The President of the Brandon University Foundation or designate;
- \* The President of the Brandon University Alumni Association or designate.

### **Nominations:**

- Normally, only nominations on the designated form will be accepted;
- Nomination forms will be available in the President's Office;
- Nominations will be accepted at all times and should be submitted to the President's Office where they will be kept on file;
- The committee will meet semi-annually to review the nominations and make recommendations to the Board.

NOTE: The extent to which the information requested on the nomination form provides supporting rationale for the request may have an impact on the deliberations and recommendations of the PNC.

### **Process:**

- Normally, nominations will be reviewed by the PNC twice yearly, at six month intervals (April 1 and October 1 of each year). Normally, only nominations received prior to April 1 will be considered at the April 1 sitting of the PNC, and nominations received prior to October 1 will be considered at the October 1 sitting of the PNC.
- In making its recommendation, the PNC shall:
  1. consider the history and mission of the institution;
  2. in the case of the naming of a building or part thereof, inform the unit(s) presently housed in the building and provide an opportunity for written feedback from the members of the unit(s);

3. in the case of the naming of a section of the grounds, inform the entire university community and provide an opportunity for written feedback from the members of the community;
4. in the case of the naming of a specific department or faculty program, consult with the department or faculty.

NOTE: Only written and signed feedback will be accepted by the committee.

The PNC recommends to the Board the naming of buildings, parts thereof, sections of grounds, and programs.

The PNC has the authority to recommend the withholding of a naming opportunity.

## NOMINATION FORM FOR HONOURARY OR COMMEMORATIVE NAMING

Nominations will be reviewed according to the criteria and procedures as set out in the NAMING OF BUILDINGS, PARTS THEREOF, SECTIONS OF GROUNDS AND PROGRAMS POLICY.

We:

\_\_\_\_\_ phone number \_\_\_\_\_  
nominator

\_\_\_\_\_ phone number \_\_\_\_\_  
seconder

\_\_\_\_\_ phone number \_\_\_\_\_  
supporter

\_\_\_\_\_ phone number \_\_\_\_\_  
supporter

\_\_\_\_\_ phone number \_\_\_\_\_  
supporter

nominate \_\_\_\_\_ to be recognized by the Board of Governors of Brandon University by having a building, part thereof, section of the grounds, or program named in \_\_\_\_\_'s honour.

Please include information with the nomination form that addresses the following:

### 1. Naming Opportunity:

What building, part thereof, section of the grounds or program are you requesting named?

### 2. Rationale:

a) Please explain how this naming opportunity relates to the nominee.

b) Please indicate the nature and the extent of the nominee's contribution to the University, to the community, and to society as a whole.

### 3. Biography of the Nominee.