

Policy History
<b>Policy No.</b> AC12
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> August 10, 2012

## Naming, Academic Units Policy

### A. CONTEXT AND PURPOSE

The University wishes to ensure an orderly and organized process for assigning names to new academic units or changing names of existing academic units.

Normally, names will reflect, in succinct terms, the primary functional purpose(s) of the academic unit. However, in some cases, it may be desirable to adopt a name that recognizes honorific or philanthropic contributions. (Refer to definitions of honorific and philanthropic in the related Procedures document.)

### B. SCOPE AND LIMITS

This policy applies to all academic units within the University comprising both teaching and research activities, e.g. Faculties, departments, schools, colleges, institutes. The Policy applies both to the naming of new academic units and the changing of names of existing academic units.

### C. STATEMENT OF POLICY PRINCIPLES

1. The naming or renaming of academic units must be approved by the President, following the procedures outlined in the related Procedures document.
2. Naming will be congruent with the overall strategic direction, academic mission, vision and values of the University.
3. Naming will normally be reflective of the primary functional purpose of the academic unit. However, there may be circumstances where it will be appropriate for the name to reflect an honorific or philanthropic designation.
4. If there are organization-wide implications for the name change, the academic unit is expected to engage in a consultation process to ensure that the proposed name is generally supported by members of the University community.
5. The approved name(s) will be used for all official University purposes such as contracts, all academic recognition (degrees, diplomas, certificates, transcripts, etc.), research proposals, awards and similar documents; however, academic units may, with permission, use an alternative name for marketing or promotion purposes; procedures for using an alternative name are included in the related Procedures document.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

N/A

## **F. RELATED PROCEDURES**

Refer to *AC12 Naming, Academic Units Procedures*