UNIVERSITY OF MANITOBA

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PROCEDURE

Procedure:	**NAMING OF ACADEMIC UNITS**
Parent Policy:	Naming of Academic Units Policy
Effective Date:	January 30, 2007
Revised Date:	November 1, 2013
Review Date:	November 1, 2023
Approving Body:	President
Authority:	*The University of Manitoba Act*, Section 16(1)(e)
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Board of Governors members, Senate members, Faculty/School Councils, External Parties: Benefactors

Part I
Reason for Procedure

1.1 To set out the Procedure secondary to the Naming of Academic Units Policy in connection with:

(a) the naming of an academic unit; and

(b) the termination of name use of an academic unit.

Part II
Procedural Content

Process for Naming an Academic Unit

2.1 In naming an Academic Unit, the following process shall be followed:

(a) The members of the Governing Council of the Academic Unit being named shall vote on the naming proposal. Such a vote shall be conducted by secret ballot at a duly called meeting of the Unit's council. If approved by a majority of the members present and voting, the proposal, and all

relevant background materials shall be forwarded to the University Secretary.

(b) The Senate Committee on Honorary Degrees shall consider the recommendation of the Unit's council on the proposed naming and make a recommendation of the Unit's council on the proposed naming and make a recommendation to Senate.

(c) Senate shall consider the proposed naming in closed session and vote to recommend that the Board of Governors approve the naming, subject to, if applicable, "the University executing a mutually agreeable agreement with the benefactor(s)".

(d) The Board of Governors shall then, in closed session, consider the proposal and vote on its approval. The Board of Governors has the ultimate authority on the naming of an Academic Unit.

Termination of Name Use

2.2 The President may recommend that the Board of Governors:

(a) determine, in a closed session meeting:

(i) that the actions or conduct of any person(s) for whom an Academic Unit is named are materially immoral or unethical in nature; or

(ii) if such person(s) has displayed a lack of integrity that would cause the University embarrassment; and

(b) decide whether such matters warrant the withdrawal of the name.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.

3.2 The University Secretary is responsible for the implementation, administration and review of this Procedure.

3.3 Board of Governors members, Senate members, Faculty/School Councils, and External Parties: Benefactors are responsible for complying with this Procedure.

Part IV
Review

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 1, 2023.

4.2 In the interim, this Procedure may be revised or repealed if:

(a) the President or Approving Body deems it necessary or desirable to do so;

(b) the Procedure is no longer legislatively or statutorily compliant; and/or

(c) the Procedure is now in conflict with another Governing Document.

(d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

(a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;

(b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Policy: Naming of Academic Units