

## **Naming Policy**

# **SAINT JOSEPH UNIVERSITY OF BEIRUT (UNIVERSITÉ SAINT-JOSEPH DE BEYROUTH – USJ)**

***Fondation USJ***



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## 1. DEFINITIONS

**1.1 “University Spaces”** shall refer to buildings, classrooms, laboratories, amphitheaters, libraries, studios, halls, designated areas, healthcare centers, auditoriums, as well as faculties, institutes, and schools.

**1.2 “Board of Directors”** refers to the Board of Directors of *Fondation USJ*, responsible for decision-making within *Fondation USJ*’s governance framework.

**1.3 “Director”** refers to the Director of *Fondation USJ*.

**1.4 “Naming”** refers to the act of assigning a donor’s or benefactor’s name to a University space, in recognition of their contribution and in accordance with their expressed wishes.

**1.5 “President”** refers to the President of *Fondation USJ*.

**1.6 “Memorandum of Understanding”** refers to the agreement signed between the donor and the University in line with the provisions of the present Policy.

## 2. PURPOSE

The present Naming Policy (hereinafter the **“Policy”**) of the Saint Joseph University of Beirut (hereinafter the **“University”**) sets forth the principles and procedures that govern the naming of University Spaces, whether in recognition of a donation or as an honorary distinction.

## 3. SCOPE

The present Policy applies to all Naming decisions related to University Spaces.

## 4. PRINCIPLES

### 4.1 Relevance

The proposed Naming must align with the values, mission, and reputation of the University.

### 4.2 Duration

Naming rights are granted in perpetuity, provided the designated University Space continues to exist and be used in accordance with its original intended purpose.

Should *Fondation USJ* deem it necessary to carry out major renovations or significantly reconfigure the named University Space, the donor and/or their heirs will be given priority to contribute the additional funding required to preserve the Naming.

If no such contribution is made, *Fondation USJ* reserves the right to seek new donors. In such cases, the Naming rights may be reassigned to new contributors. However, the original donor’s plaque will remain in place within the space, accompanied by a specific mention.

### 4.3 Transparency

The Naming process must be clear and accessible. For this reason, the present Policy shall be published on the University’s website.

## 5. ESTIMATED VALUATION OF UNIVERSITY SPACES

The Board of Directors shall establish an estimated valuation list for the various University Spaces eligible for Naming. This assessment will take into account factors such as visibility, size, and strategic importance. The list shall form an integral part of the present Policy and may be updated as needed.

## 6. NAMING APPROVAL PROCESS

### 6.1 Decision-making Authority

- 6.1.1** The Board of Directors approves any Naming with a monetary value exceeding USD 300,000.
- 6.1.2** For any Naming with a monetary value below USD 300,000, the Board of Directors delegates its approval authority to the Rector and the Director of *Fondation USJ*. The Director shall report all such decisions to the Board of Directors at each meeting.

### 6.2 Approval Process

- 6.2.1** Any proposed Naming of one or more University Spaces must first be submitted to the Director. In coordination with the President of *Fondation USJ*, the Director prepares a Naming proposal and shares it with the potential donor and to the Board of Directors – *for any Naming with a monetary value exceeding USD 300,000*.
- 6.2.2** Once the Naming has been approved by both the donor and the University's decision-making authority, a Memorandum of Understanding (MoU) is signed between the donor and the University. This MoU formalizes the terms of the Naming, including the University Spaces to be named, the approved name, the donation amount and its allocation, as well as any additional terms and conditions.

## 7. NAMING MODIFICATION PROCESS

- 7.1** In exceptional cases, and at the explicit request of the donor to *Fondation USJ*, the University may agree to change or modify the Naming designation. Such changes will not alter the original terms and conditions outlined in the signed Memorandum of Understanding. An addendum reflecting the modification will be appended to the original MoU.
- 7.2** Any proposed modification to an existing Naming must follow the approval process outlined in Article 6.2 above. Once approved, the University and the donor shall formalize the Naming changes through an addendum to the Memorandum of Understanding.

## 8. NAMING WITHDRAWAL PROCESS

The University reserves the right to revoke a Naming in exceptional cases where the donor is involved in a serious public controversy, illegal activity, or is subject to a criminal conviction that could negatively impact the University's reputation. Naming rights may also be withdrawn if the donor fails to honor their financial commitment as outlined in the Memorandum of Understanding.

## 9. APPLICABLE TEXTS

The following documents govern the present Policy:

- Bylaws of *Fondation USJ*;
- *Fondation USJ*'s Donation Allocation Policy.

## 10. POLICY APPROVAL AND MODIFICATION

### 10.1 Modification

The Board of Directors may propose modifications to the present Policy with the approval of two-thirds of its members. Any proposed modifications must then be submitted to the University Board for approval, in accordance with Article 66 of the University Bylaws.

### 10.2 Approval and Entry into Force

The present Policy is subject to approval by the University Board in accordance with Article 66 of the University Bylaws. It shall enter into force upon receiving such approval.