

Effective: June 28, 1991

Administrative Policy NAMING of UNIVERSITY FACILITIES

Approved: June 28, 1991
Council of Trustees

This policy applies to the naming of future facilities, areas within existing or future facilities, or existing facilities which have undergone major renovations. The Council of Trustees is the sole authorizing body for the naming of facilities.

Procedures

1. The following criteria are to be used as a guide for determining the appropriateness of commemorating an individual or recognizing a corporate entity or foundation.
 - a. The individual has demonstrated outstanding service and/or generosity to the University.
 - b. The individual, foundation, or corporate entity has made a generous contribution toward financing the renovation or construction of a facility.
 - c. The individual has served with distinction as a faculty member, administrator, student, president, or trustee.
 - d. The individual has contributed substantially to the development and destiny of the University.
 - e. The individual's life and actions epitomize the ideals the University community revere.
2. Major benefactors could suggest memorial names that they feel appropriate, such as children, parent(s), hometown, or something else that has significance to them.
3. Proposal Submission: Proposals for naming of facilities should be submitted by individuals or units to their respective Vice President.
4. Exceptions: Nothing contained in this policy precludes the Council of Trustees from the naming of facilities.

Responsibilities

1. Proposer: The proposer is encouraged to discuss the naming of a facility with his/her respective Vice President, and if appropriate, submit a fully documented written rationale for the request to the Vice President.

2. Vice Presidents
 - a. Receive written proposals for naming of facilities from various University constituencies and, after consultation with the President, forward them to the Executive Committee of the Council of Trustees.
 - b. Notify the appropriate individuals or departments of the action taken with regard to the proposal.
 - c. Oversee the preparations for any dedication ceremonies or public announcements.
3. Trustees: The Council of Trustees will take action on recommendations received from the Executive Committee.
4. Finance and Administration: Ensure appropriate action is taken with regard to the naming of the facility or area including, but not limited to, installation of plaques, building lettering, and corrections to the campus map.