

Policy 1-8 Rev. 2
Date: June 10, 1998

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Subject: **PROCEDURE FOR NAMING UNIVERSITY FACILITIES AND PROGRAMS**

I. PURPOSE

To state the policy related procedures for naming or changing the name of university facilities and programs.

II. DEFINITIONS

In this policy, the terms "facility" and "facilities" include any building, structure, room, plaza, open space, landscaped area, or other physical improvement or natural feature of the university campus or of other property under the administrative control of the university.

The terms "program" or "programs" include but are not limited to any college, department, division, center, or institute under the administrative control of the university.

III. GENERAL POLICY

Except where an honorary name for a particular facility or program has been approved by the Board of Trustees, university facilities will ordinarily be given functional names that are reasonably descriptive of and will identify the principal activity or purpose of the facility or program.

IV. FUNCTIONAL NAMES

A. Policy

Upon recommendation of the cognizant vice president, the president may assign a functional name to the facility or program or change the existing functional name.

B. Procedures

1. A written proposal, including supporting reasons, to name or change the functional name of a facility should be submitted through appropriate administrative channels to the cognizant vice president.
2. After considering all relevant information, the cognizant vice president may recommend approval of the functional name or functional name change.
3. The recommendation is then presented to the president for approval.

C. Implementation

Once the recommendation is approved by the president, actions necessary to establish the newly designated name will be carried out by the vice president for administrative services.

V. HONORARY NAMES

A. Policy

A university facility or program may be given an honorary name to pay tribute to an individual, family, corporation, or foundation having made a distinguished contribution of service, research, teaching, or support to the university. It is the responsibility of the president to propose an honorary name to the Board of Trustees for its approval.

B. Procedures

1. A proposal to name university facilities or programs in honor of an individual, family, corporation, or foundation, may be initiated in writing by a dean or director to the cognizant vice president that includes: (a) biographical summary of the person proposed to be honored, (b) description of the facility or program and the proposed name and (c) reasons the contribution to the university by the individual, family, corporation, or foundation satisfy the standard set out in the policy (paragraph V-A above).
2. The cognizant vice president receiving a proposal for an honorary naming shall advise the vice president for development, who shall discuss the proposal with the president. If the proposal is approved by the president, the vice president for development shall prepare the appropriate agenda item for the Board of Trustees.
3. If a university program or facility that has received an honorary name should cease to exist, the vice president for development will insure, in consultation with the honoree or the honoree's descendants, that appropriate recognition is sustained. In addition, no honorary namings will be modified or changed without the endorsement of the original honoree or the descendants of the original honoree.

C. Implementation

If the recommendation is approved by the Board of Trustees, actions necessary to establish the newly designated name will be carried out by the vice president for administrative services.

Approved: Board of Trustees 6/10/98
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