

Policy 9-001: Naming of University Facilities and Programs

I. Purpose and Scope

To provide for the naming of or changing the name of University facilities and programs.

II. Definitions

- A. The terms "facility" and "facilities" include but are not limited to 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. A road is also included, but the naming of a road shall be managed on a case by case basis by the Vice President for Administrative Services, in consultation with the President, and, if the name honors an individual, organization, or group, with the involvement of the Vice President for Institutional Advancement.
- B. For the limited purposes of this Policy, the terms "program" or "programs" include but are not limited to specialized administrative units; any college, department, division, degree-granting interdisciplinary unit, center, institute, or bureau under the administrative control of the University.

III. Policy

- A. A University facility or program may be given an honorary name to pay tribute to an individual, organization, or group having made a distinguished contribution of service, research, teaching, or support to the University. Except where an honorary name for a particular facility or program has been granted proper approval as described herein, it will be given a functional name that is reasonably descriptive of and will identify the principal activity or purpose of the facility or program.

B. Functional Names of Facilities and Programs

1. Naming or Changing the Functional Name of Facilities

A decision to name or change the functional name of a facility will be managed by the Office of Space Planning and Management. In the event that a University administrator wishes to recommend a functional name for a single, dedicated-use facility, he or she may do so by submitting a request for a new name or name change to the Office of Space Planning and Management. The Office of Space Planning and Management may require a written request including approval signatures and supporting reasons for a particular functional name. The Director of the Office of Space Planning and Management shall forward his or her recommendation to the cognizant vice president for final approval, or, in his or her discretion, the cognizant vice president may seek final approval by the President or his or her designee.

2. Naming or Changing the Functional Name of Programs

The process for adopting or changing the functional name of a program is managed by the Graduate Council. A written proposal regarding the functional name of a program should first be submitted through the established procedures of the relevant department and college, and then to the Graduate School for review by the Graduate Council. The Graduate Council shall then forward the proposal for approval by the cognizant vice president and the President, the Academic Senate, the Board of Trustees, and the State Board of Regents consistent with applicable Regents' policies. (See Regent's Policy R401, as amended from time to time).

3. Implementation

- a. Upon approval, the Office of Space Planning and Management will inform all affected parties and coordinate the functional naming or renaming of facilities with the office of the Vice President for Administrative Services.

- b. Upon approval, the cognizant vice president will inform all affected parties and oversee the functional naming or renaming of programs.

C. Honorary Names of Facilities and Programs

1. Naming or Changing the Honorary Name of Facilities or Programs

- a. A proposal to name a University facility or program in honor of an individual, organization, or group is managed by the Office of the Vice President for Institutional Advancement. The proposal is initiated by a dean or director to the cognizant vice president in a written submission that includes: (a) biographical summary of the individual, organization, or group proposed to be honored; (b) description of the facility or program and the proposed name and; (c) a brief explanation of how the contribution to the University satisfies contribution standards established by the President in consultation with the Board of Trustees; and (d) a completed signature form (available from the Development Office) to document appropriate administrative review and approval.
- b. The cognizant vice president receiving a proposal for an honorary naming shall forward the documentation to the Vice President for Institutional Advancement, who shall discuss the proposal with the President. If the proposal is approved by the President, the Vice President for Institutional Advancement shall prepare the appropriate agenda item for approval by the Board of Trustees and the Board of Regents consistent with applicable Regents' policies. (See Regent's Policy R401 as amended from time to time).
- c. An honorary name recognition will ordinarily remain on a facility for its useful life, and will be attached to a program unless and until the program is changed or dissolved by action of the University or Board of Regents. If a University facility or program that has received an honorary name is replaced (e.g. major reconstruction), significantly altered, or ceases to

exist, the name may or may not continue. In such a circumstance, the Vice President for Institutional Advancement and the President shall consult with the honoree or the honoree's descendants, to determine the appropriate action, which may include continuance or appropriate recognition in a replacement facility or program. Whenever possible, honorary names will not be modified or changed without the endorsement of the original honoree or the honoree's descendants.

- d. An honorary name attached to an interior room, feature, object, or space will ordinarily remain for the functional life of the room, feature, object, or space. Transfer of recognition beyond the useful life will be at the discretion of the Vice President for Institutional Advancement and the President. Plaques in or near a room recognizing a gift but not intended to name the room in perpetuity and donor recognition walls will not require Board of Trustee approval and will not be expected to extend the recognition beyond the life of the designated space.

2. Implementation

- a. Upon approval, actions necessary to establish a newly designated honorary name for a facility will be carried out by the Vice President for Administrative Services and the Office of Space Planning and Management.
- b. Upon approval, actions necessary to establish a newly designated honorary name for an academic or other program will be carried out by the cognizant vice president.

D. Removal of Names

Naming actions shall not detract from the University's values, dignity, integrity, or reputation, nor shall such actions create a conflict of interest or confer special privileges. If for any reason it becomes necessary to remove an honorary name

from a facility or program, then, prior to any such action, the University's senior administration, President, and Board of Trustees shall approve removal.

E. Sponsorship or Advertising

This policy does not apply to names temporarily attached to facilities, such as performance spaces for a season or for other designated finite periods.

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Rules
- B. Procedure
- C. Guidelines
- D. Forms
- E. Other related resource materials

V. References

[Board of Regents Rule R401](#)

VI. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Executive Director for Development Services.
- B. Policy Officer: Vice President for Institutional Advancement.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E

VII. History

Renumbering: Renumbered as Policy 9-001 effective 9/15/2008, formerly known as PPM 1-8.

Revision History:

- A. Current version: University Policy 9-001, Revision 3

Approved: Academic Senate 10/4/2010

Approved: Board of Trustees 10/12/2010

Legislative History

[Executive Summary](#)

B. Earlier versions

[Revision 2](#): effective dates June 10, 1998 to October 11, 2010