UNIVERSITY POLICY
NAMING OF UNIVERSITY FACILITIES/GROUNDS

POLICY
This naming policy applies to the naming of existing facilities and/or grounds, future facilities and/or grounds, and areas within existing or future facilities. The Council of Trustees, as designated under Act 188, is the sole authorizing body for the naming of facilities and grounds. The University President will present appropriate proposed naming opportunities to the Council of Trustees for approval.

PROCEDURES
1. Criteria to be used as a guide for determining the appropriateness of commemorating an individual or recognizing a corporation, business, or foundation by naming a facility or ground include:
   • outstanding service and/or generosity to the University by an individual
   • a generous contribution toward financing the renovation or construction of a facility by an individual, corporation or foundation
2. Justification for naming consideration must be made in writing and presented to the University President by a Vice President.
3. In the case of pending gifts and when a proposal is being prepared for a donor’s consideration, authorization for offering a naming opportunity for a facility or ground may be sought prior to receipt of the gift.
4. Naming of facilities and/or grounds must take into consideration the University’s position as an institution of higher learning, and be consistent with the University’s mission and goals.
5. In the case of commemorative names on bricks, benches, fountains, gardens and/or rooms within facilities on campus, the Council of Trustees may at its discretion, delegate approval authority to the University President.

RESPONSIBILITY FOR IMPLEMENTATION
1. Names on facilities and/or grounds must adhere to University signage style and standards, and will be the responsibility of Finance and Administration.
2. Named buildings and/or grounds will retain the name as approved by the Council of Trustees until such time the building is replaced or the purpose of the building or ground is dramatically altered. In such cases, the Council of Trustees may authorize an alternate naming opportunity.
3. Each naming opportunity granted in response to financial support shall be bound by an agreement between the University and the donor. That agreement will be the responsibility of the Vice President for University Advancement.
4. The Council of Trustees reserves the right to alter or remove the name of any individual or business entity on a building or ground at any time should that name reflect negatively on the integrity of the institution (or for failure to fulfill a gift agreement). No facility or grounds may bear the name of an individual whose actions are inconsistent with the mission and purpose of the University.

SCOPE OF POLICY COVERAGE
This policy applies to the naming of all University facilities and/or grounds. It also applies to the naming of the Residence Suites and other future facilities that may not be owned by the University but are located on University property.
Authority for creation and revision
Approved by University Cabinet: 8.27.12