

Honorary Naming of Buildings, Halls, Rooms, or any Space on Campus Policy

This policy sets forth the requirements and processes for naming a building, hall, room, or any space on campus when such space is not the subject of, or could be the subject of, a capital fund-raising project and corresponding naming opportunities pursuant to that project. Those projects and naming opportunities are governed by Board policy.

Any University constituent can make a proposal to name a building, hall, room, or any space on campus (the "Proposed Area") in honor of a person (the "Person"). The proposal must be sent to the University President. The Person must have the following qualifications:

- Well known amongst the University community;
- An upstanding reputation amongst the University community;
- Had a profound long term positive impact on the University; and
- There is a link between the Person and the Proposed Area.

The proposal must state general information about the Person, why he or she meets the qualifications, and how the University will benefit and be enhanced by naming the Proposed Area in honor of the Person. The President has broad authority to determine if Person meets the qualifications of this policy, the proposal does not conflict with this policy, and if the proposal is in the best interest of the University, taking into account numerous factors he or she considers to be important at that time. In addition, the President may amend the proposal as he or she deems fit.

If the President decides to go forth with this process (as written or amended), the President will appoint a committee of four people (the "Committee") and forward the proposal to the Committee. The Committee will consist of one person from Academics, one person from Advancement, one person from Student Life, and one person from Finance and Administration. The Committee will meet regularly, interview any parties they deem to be relevant, use whatever reasonable processes they deem fit, and determine if the Proposal is in the best interest of the University. After doing all of this, the Committee will make a recommendation to the President on the Proposal. This should be done within 60 days of their receipt of the proposal.

The President may accept the Committee's recommendation, reject it, or accept it in part and reject it in part. The President may seek further information or interview relevant parties to make this decision. The President's decision is final and should be made within 30 days after receiving the Committee's recommendation. The person submitting any proposal should be notified of any final outcomes.

Approved by President's Cabinet: August 20, 2024