



Naming of University Facilities and Memorials

NAME: **Naming of University Facilities and Memorials**
ISSUING DEPARTMENT: **VP Finance & Administration**
ISSUED DATE: **April, 2015**
REVIEWED DATE: **December 17, 2019**
APPROVING AUTHORITY: **Cabinet**
DATE REVISED: **December 17, 2019**

PURPOSE

This policy outlines and provides guidance for the naming of University facilities.

SCOPE

This policy applies to the naming of future facilities, areas within existing or future facilities, existing facilities which have undergone major renovations, and the naming of memorials to deceased faculty, staff or students. Memorials may consist of a small project, such as a tree-planting, bricks, benches, etc., which are funded from private donations.

RESPONSIBILITY

- a. Proposer: The proposer must discuss the naming of the facility with a Cabinet Member, and if requested, submit a fully documented, written rationale for the request to a Cabinet Member for further consideration by the President's Cabinet.
- b. Cabinet Members:
 - i. Will receive requests and written proposals for naming of facilities from various constituencies, and present to the President's Cabinet for consideration. Names recommended to, and accepted by, the President will be presented to the Council of Trustees by the President for final approval.
 - ii. Will notify the appropriate individuals or departments of the action taken with regard to the proposal.
 - iii. Will oversee the preparation and execution of dedication ceremonies or public announcements.
- c. Trustees: The Council of Trustees will take action on recommendations received from the President. Under special circumstances, the chairperson of the Council of Trustees may advance a proposal for naming of a facility directly to the Council of Trustees for approval after consultation with the President.
- d. Finance and Administration: The Vice President for Finance and Administration will ensure appropriate action is taken with regard to the naming of a facility or area including but not limited to, installation of plaques, building lettering, and corrections to campus signage.

POLICY/PROCEDURE

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 or entity has demonstrated outstanding service and/or generosity to the university.
- b. The individual, foundation, or corporate entity has made a generous contribution toward the renovation or construction of a facility. The funding requirements for naming facilities will be evaluated on an individual basis with the appropriate gift-to-project ratio being considered. Each major gift will be evaluated by the Vice President for Finance & Administration, the President's Cabinet, the President, and the Council of Trustees.
- 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.

Renaming a Facility: A facility previously named may be renamed only when the facility is renovated completely at the end of its useful life or for programmatic requirements and/or when the previous name loses its distinction or significance to the institution. A donor's name could also be added to an existing named facility. The facility name would be hyphenated to contain both names.

Proposal Submission: Proposals for naming of facilities or for memorials should be submitted by individuals, units or friends of the university to any Cabinet Member.

Exceptions: Nothing contained in this policy precludes the Council of Trustees from the naming or renaming of facilities.

DISTRIBUTION

Mansfield University Naming of University Facility Policy will be available on the University Policies/Procedures Directory distributed through the web and maintained by the Vice President for Finance and Administration.