

NAME: Naming Of University Facilities and Memorials  
ISSUING DEPARTMENT: VP Finance & Administration  
ISSUED DATE: April, 2015  
REVIEWED DATE:  
APPROVING AUTHORITY: President   
DATE REVISED:

### **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, or existing facilities which have undergone major renovations, as well as the naming of memorials to deceased faculty, staff or students. Memorials will consist of a small project, such as a tree-planting, bricks, bench, etc., which is funded from private donations.

### **RESPONSIBILITY**

1. Proposer: The proposer is encouraged to discuss the naming of the facility with his or her respective Cabinet Member, and if appropriate, submit a fully documented, written rationale for the request to the Cabinet Member.
2. Cabinet Members:
  - a) Cabinet Members will receive written proposals for naming of facilities from various constituencies, and present to Cabinet for consideration. Names recommended to, and accepted by, the President will be presented to the Council of Trustees for final approval.
  - b) Notify the appropriate individuals or departments of the action taken with regard to the proposal.
  - c) Oversee the preparation for any dedication ceremonies or public announcements.
3. Trustees: The Council of Trustees will take action on recommendations received from the President. Under special circumstances, the chairman of the Council of Trustees may advance a proposal for naming of a facility directly to the Council of Trustees for approval.
4. 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.

## **PROCEDURE**

1. 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.
    - i. 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, and the Council of Trustees.
    - ii. The individual has served with distinction as a faculty member, administrator, student, president, or trustee.
    - iii. The individual has contributed substantially to the development and destiny of the University.
    - iv. The individual's life and actions epitomize the ideals the University community revere.
2. Renaming a Facility: A building previously named may be renamed only when the building 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. The building name would be hyphenated to contain both names.
3. 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.
4. 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.