

Operating Guidelines

For

THE ADVISORY COMMITTEE ON THE NAMING OF BUILDINGS AND STREETS

The Advisory Committee on Naming Buildings and Streets has the responsibility of recommending to the President names for buildings, streets and roads and for setting guidelines for dedications for physical facilities.

Section 1. Criteria for Naming Buildings

- a) Major buildings are generally named for a distinguished individual who has made extraordinary contributions of a scholarly, professional, or public service nature related to the University's mission and whose employment by the University has been terminated for at least five years, whether by death, retirement or resignation.
- b) In some cases, buildings also may be named for a major donor to the construction of the building. Most often, such buildings will house non-academic functions.
- c) A building not named for an individual should be identified in a manner that is descriptive of its function.
- d) Confusion with or duplication of existing names should be avoided.

Section 2. Criteria for Naming Sub-Sections of Buildings

- a) Sections of buildings that have a discrete function and are of significant value such as an auditorium, a major conference room, a special classroom, a seminar room or a laboratory may be named independently of the building.
- b) Sections of buildings are generally named for a donor who has had a major role in equipping, renovating, or constructing that portion of the building.
- c) Alternatively, sections of buildings may be named for a member of the academic community whose outstanding work is associated with the function of the space to be named.

Section 3. Criteria for Naming Streets

- a) Campus streets may be named for individuals, unique service or building proximity (e.g., Union Drive, Morrill Road). Generally, streets running north and south should be designated as roads and those running east and west should be designated as drives. Where appropriate, the continuation of a city street through the campus may bear the city street name.

Section 4. Process for Naming Buildings or Streets

- a) Any member of the University's alumni, students, staff, faculty or administrators may propose names for campus buildings and streets by writing to the Chair of the Advisory Committee on the Naming of Buildings and Streets.
- b) When the name of an individual is proposed, the proposal should be in the form of a nomination and should be accompanied by supporting documentation which provides evidence of the extraordinary contribution which was made by that individual. Normally such documentation is of the nature that would be provided in connection with the nomination of an individual for a prestigious national or international prize.
- c) When the building to be named is regularly occupied by only one or two academic units, then those units should be consulted about any proposed name.
- d) Representatives of the University administration, the faculty, the staff, the student body and the alumni should be consulted regarding proposed names. Such consultation should be done in confidence when the name of an individual is involved.
- e) Where an individual's name is involved, considerations should be carried out quietly and not involve meetings with public debate or voting. All group discussions related to this task should be held privately. Public competition among various factions who may be interested in supporting alternative names should be avoided. Such competition can injure those whom we intend to honor.
- f) Nominations/proposed names of buildings or streets that meet with the approval of the Advisory Committee are forwarded to the President along with Committee recommendations and appropriate documentation.
- g) After appropriate consultation with members of various constituencies, and given the concurrence of the President with the recommendation of the Building Naming Committee, the President will send the proposed building or street name to the Board of Regents for consideration.

- h) When buildings or streets are to be named for individuals, those names must be approved by the Board of Regents. Giving a building a functional name does not require Regents approval.
- i) Names of sections of buildings may be proposed by the academic or administrative unit that makes the greatest use of the space. Such proposals may go directly through appropriate administrative channels to the President and do not need to be reviewed by the Advisory Committee.
- j) Names of sections of buildings are approved by the President and do not require Regental approval.

Section 5. Building Dedications

Dedication ceremonies may be appropriate for some buildings. These should be brief and dignified, and the dedication program should be planned with nominal costs, including, where appropriate, moderate honoraria and expenses for honored guests and speakers. Normally such ceremonies will be designed for limited audiences and will be planned with recognition of the importance of appropriate timing.

Plans for building dedications should be submitted to the President by the Advisory Committee, or by an ad hoc committee appointed by the President, with appropriate documentation for the proposed actions, details concerning timing, tentative budget and an outline of the dedication ceremony.

Section 6. Membership of the Advisory Committee

The Advisory Committee is advisory to the President and its members are appointed by the President.