

OPERATING PROCEDURES

The Advisory Committee on the Naming of Buildings and Streets

The criteria and procedures to be used in the naming of buildings and streets and the dedication of buildings are as follows:

Naming of Buildings

1. Buildings to be named after persons should be "major" buildings.
2. Buildings not named for an individual should be identified in a manner that is "helpful" and/or functional.
3. Care should be taken not to duplicate names or suggest names where confusion with already existing names might arise.
4. Careful timing of the naming process should be taken into consideration.
5. In those instances in which buildings were to be named for a particular person, the following criteria are suggested:
 - a. Staff, faculty or alumni so recognized should be "prestigious," have made major contributions of a scholarly, professional or public service nature, be either deceased, have severed their relationships with the University or be past the age of 65.
 - b. A major donor to the University's program.
6. In selecting names to be recommended to the President, the Advisory Committee will solicit suggestions from students, alumni and faculty.
7. Recommendations should go directly to the Advisory Committee on the Naming of Buildings.
8. It is recognized that there are circumstances under which--for the sake of appropriateness--building names should be changed, particularly as their functions tend to change. (Examples are Botany Hall and Exhibit Hall.) It is suggested that deans be asked to make an assessment of the present

situation, suggesting those circumstances where building names no longer appear appropriate. A mechanism will be established to review the appropriateness of building names at periodic intervals.

Dedication of Buildings

1. Dedication ceremonies should be brief, dignified and not necessarily intended to attract large audiences. Pre- or post-dedicatory activities or projects for purposes of information and development should be considered separately from the ceremony itself.
2. Costs of dedication programs should be nominal and designed to cover only moderate honoraria and expenses for honored guests and speakers.
3. Dedication programs should be planned with recognition of the importance of appropriate timing. There need, however, be no time limit for naming campus buildings nor should it be assumed that all campus buildings need to be dedicated.
4. Plans for the dedication of a building should move through the appropriate administrative officer to the Vice President for Information and Development. Each proposal should include reasons for the proposed actions, details concerning preferred time, tentative budget and a tentative outline of the dedication ceremony.

Naming of Streets

1. Names of campus streets should not duplicate or be such as to be confused with city streets.
2. Where appropriate, the continuation of a city street through the campus may bear the city street name. (Example: Thirteenth Street when extended.)
3. Campus streets should be named after persons although in certain instances, where the street serves an area where a particular building predominates, the street might in such instances take on the name of such a building. (Examples: Union Drive, Morrill Road.)

4. Streets running north and south should be designated as roads and those running east and west should be designated as drives.
5. In recommending names for campus streets and drives, the Advisory Committee will solicit suggestions from the Traffic Committee and the Campus Planning Committee.

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It is recognized that the suggested names for buildings and streets must ultimately be referred to the Board of Regents for approval.