



POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number 502

Subject: Naming Buildings and Other University Facilities

Effective Date: June 12, 1993

502.1 POLICY

The Board of Trustees considers the naming of a University facility in honor of an individual to be one of the highest recognitions Utah State University can bestow. In that respect, only in rare and extraordinary circumstances will facilities be used to memorialize individuals.

Primary consideration for naming buildings and facilities shall be given in recognition of a substantial gift to the University. No commitment for naming shall be made to a prospective donor of a gift prior to Board of Trustees approval of the proposed name. However, in order to enhance negotiations with the prospective donor, tentative approval may be obtained from the President.

Consideration may also be given to naming buildings or facilities without a gift to the University if an individual has achieved distinction in an academic, administrative, or other exceptional ways which have significantly contributed to the welfare of the University as to warrant recognition. Naming a project for a University employee shall not normally be made prior to one year after retirement, while the individual is still employed by the University, nor within one year after the person's death.

An Advisory Committee on Naming University Facilities, appointed by the President, shall advise and make recommendations to the President.

The President, after reviewing the advice and recommendations of the Advisory Committee, will make the final recommendations on naming all highly visible properties and facilities to the Utah State University Board of Trustees for approval. The President may name subportions or rooms in buildings, small outdoor areas, and other minor properties and facilities without need of Board of Trustees' approval.

The identification of buildings that are unnamed shall be recommended by the University Physical Resources Planning Committee (UPRPC). A building in this category shall be named for its primary function; i.e., if more than one unit has offices, labs, classrooms, or other facilities assigned in a building, the structure shall be named for the unit which has its headquarters in the building. Such recommendations will be referred to the President for final authorization.