

# ***Draft Facilities Naming Guidelines***

## **Attachment 6**

### ***Introduction***

The Facilities Naming Guidelines were developed in response to the increasing number of naming requests that are being made at UAF. In order to provide a fair and consistent process for naming of permanent facilities and other campus features, both interior and exterior, a clear process is required. The guidelines insure that proper review and consultation occur prior to any naming decisions being made.

All naming requests shall be brought initially to the UAF Development Office. Since naming requests for facilities are only one of many ways to recognize individuals and/or benefactors, the Development Office has the broad-based knowledge to present all opportunities relative to requests. These guidelines do not cover naming of programs, scholarships, endowed chairs, recognition of service, etc. These options are under the oversight of the Development Office.

### ***Definition of facilities***

Any building or part therein, structure, street, drive, landscaped area (including natural features such as groves of trees), open space (including trails), physical improvement, or other property under the administrative control of the University. Temporary facilities, such as modular structures, will not be named, other than with placeholder identification.

### ***Types of facilities:***

**Primary facility:** Any large or prominent facility that supports the institutional mission, including academic and research buildings and/or community service-focused buildings and prominent interior spaces such as auditoriums, lobby areas, and libraries.

**Secondary facility:** Any facility that does not fit the definition of primary facility. Such facilities would include classrooms, studios, laboratories, and other work spaces. Secondary facilities are used primarily to support institutional functions such as teaching, research and institutional service.

**Primary exterior facility:** Any significant campus feature, such as parks, open spaces, recreation areas, plazas, roads, and major walkways and trails. Primary exterior facilities do not need to be connected or in close proximity to, primary or secondary facilities.

**Secondary exterior facility:** These would include primarily landscape features (trees, small gardens), lesser trails, outdoor seating areas and furniture such as benches.

### ***Categories of names:***

**Placeholder name:** a temporary name that is given to a facility that is used during the planning, development and construction of the facility.

Requirements: *The placeholder name must be descriptive of the facility function, like Life Sciences, or simply numeric, such as T12. Following completion, the placeholder name will be replaced with one of the following name categories, as appropriate.*

**Institutional name:** a semi-permanent name that is descriptive or decorative. The Master Planning Committee will review institutional name suggestions and pass on recommendations to the Chancellor. An example would be what was, for many years, the Natural Sciences Facility, but was then replaced by an honorary name, the Reichardt Building.

Requirements: *An institutional name may be permanent or can remain in effect until such time as it is replaced by an honorary, commemorative or benefactor name.*

**Honorary name:** a permanent name for a facility that honors an individual (or individuals) who is still living and has made extraordinary contributions to UAF, the state of Alaska, the nation or the world or who has served UAF in an academic capacity and has earned a national or international reputation for preeminent achievements in teaching, research or civic service while employed at UAF or associated with municipal, state or federal government.

Requirements: *Retired or former members of the University faculty, staff, or administration shall have been retired, or a former employee, for a minimum of 3 years before he/she may be considered for such distinction. Public officials are not eligible for consideration while in office.*

**Commemorative name:** a permanent name for a facility that honors an individual (or individuals) who is deceased and made extraordinary contributions to UAF, the state of Alaska, the nation or the world or who has served UAF in an academic capacity and has earned a national or international reputation for preeminent achievements in teaching, research or civic service while employed at UAF or associated with municipal, state or federal government.

Requirements: *Nominees in this category must be deceased for at least 3 years prior to being considered for such distinction.*

**Benefactor Name:** a permanent name for a facility that recognizes an individual donor or donors) who have made major gifts to the university. This includes an honoree(s) nominated by such a donor. Ref: Naming opportunities for Benefactors

Requirements: *Benefactor naming recognizes donors who have made significant gifts to UAF that are in accordance with the policies and guidelines of the UAF Development Office.*

## ***Re-naming, Name addition, Removal of Names***

Under special circumstances, facilities can be renamed, have additional name (s) added, or a name can be removed for the following reasons:

Buildings that are destroyed by natural disasters but re-built in the same location and for the same purpose can retain the earlier name or be renamed according to the guidelines. UAF administration will be responsible for contacting the earlier donor(s) or honorees as to their preference;

Buildings that are demolished due to age will not have the name carry over to a newly constructed building on the same site; however, historic plaques indicating the previous building and name can be installed near the site to acknowledge the naming;

A building that is significantly altered through renovation and/or additional space can have its name altered to recognize any significant gifts by new donors. Appropriate recognition of earlier donors/honorees will be included in the new/altered facilities;

UAF retains the right to remove any name for reasons of non-payment of a pledge or failure to fulfill the terms of a gift-acceptance agreement;

UAF may remove the name of a donor/honoree if the individual is convicted of a felony or, in the estimation of the BOR, has exhibited behaviors that are not in keeping with what is considered exceptional distinction.

## ***Naming Authority***

The following table identifies types of facilities, naming categories, and naming authority.

Facility type Naming Category	Primary	Secondary	Exterior	Secondary Exterior
Placeholder	Chancellor	Chancellor	Chancellor	Chancellor
Institutional	Chancellor	Chancellor	Chancellor	Chancellor
Honorary	Board of Regents	Chancellor	Board of Regents	Chancellor
Commemorative	Board of Regents	Chancellor	Board of Regents	Chancellor
Benefactor	Board of Regents	Major Gift (>\$25K) BOR, Chancellor (<\$25k)	Board of Regents	Major Gift (>\$25K) BOR, Chancellor (<\$25k)

## ***Chancellor's Advisory Committee for the Naming of Campus Facilities***

The committee was officially formed in March 2010. Membership includes representation from Faculty Senate, Development, University Planning, Facilities, Staff Council, and ASUAF. As per the Chancellor's memo of 3/31/2010, "This standing advisory committee exists in accordance with Board of Regents Policy 05.12.080. The committee is responsible for making recommendations to me as to the naming of UAF facilities, improvements, and other campus areas; as well as naming opportunities for gifting and development purposes."

### ***Nomination Process***

A nomination form must be completed and submitted to the UAF Development Office for review (see exhibit below). The Development Office will forward the request to the CNC. Then the CNC will review the proposal and forward it to the Chancellor with a recommendation either for approval or denial, based on the criteria as set forth in the guidelines. The Chancellor is responsible for taking any nominations to the Board of Regents.

Naming nomination form to provide following information

1. Facility location (include GPS coordinates if available)
2. Facility type: Primary\_\_\_ Secondary \_\_\_ Primary Exterior \_\_\_ Secondary Exterior \_\_\_
3. Current Facility name (if applicable):
4. Facility use:
5. Naming Category: Institutional\_\_\_ Honorary\_\_\_ Commemorative\_\_\_ Benefactor\_\_\_
6. Requested Name:
7. Justification for naming consideration:
8. Please include an honoree dossier (for honorary and commemorative naming)
9. UAF affiliate retirement date (if applicable): Date of death (commemorative naming):
10. Authorized signature of family or legal representative for commemorative naming:
11. Submitted by: Affiliation: Date