

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

Policy name: Naming Campus Facilities and Programs

Policy statement: To ensure that the naming of University of Illinois Springfield (UIS) facilities and/or programs involves careful deliberation and attention to the appropriateness of the name, and that funding requirements are clearly communicated and met in advance of any naming decision.

Policy:

Scope

This policy and associated procedures supersede any and all other campus policies, procedures, and guidelines related to the naming of facilities and programs at UIS. This policy is not intended to alter existing naming commitments throughout the campus.

Authority

This policy is implemented under the authority of the University of Illinois Springfield Chancellor or his/her designee as provided for in the General Rules Concerning University Organization and Procedure.

Policy

Due to the high public visibility, permanence and significance of University facilities and programs, the naming of any facility or program must be approved by the Chancellor in consultation with the Chancellor's Cabinet. In the case of facilities, the Chancellor will forward such decisions to the President and University of Illinois Board of Trustees for review and approval.

Definitions

- **"Naming"** specific to this document refers to honoring or memorializing individuals, corporations, foundations, and/or organizations.
- **"Facilities"** refer to any building, structure, street, drive, landscaped area, open space, physical improvement, or other property under the administrative control of the University.
- **"Programs"** refer to campus-administered academic or non-academic programs, schools, colleges, institutes, centers, etc., but does not include endowed faculty positions (e.g. chairs, professorships, etc.) or named funds to support students (e.g., scholarships, fellowships, awards, etc.).

Guidelines

Those for whom facilities and programs are named should exemplify the values of the University and the integrity of the honoree shall be beyond reproach.

Facilities and programs may be named:

1. For a person who has served as an employee of the University and who has emeritus status or has been retired for at least five (5) years.
2. For an elected official at least ten (10) years after he/she has left office.
3. In honor or memory of faculty, staff, officers, alumni, or friends of the University community who have made extraordinary contributions to the University or society. Honorees shall have achieved distinction in one or more of the following ways:
 - a. Served the University in an academic capacity, achieved the highest scholarly distinction, and earned a national or international reputation.
 - b. Served the University in an important administrative capacity, rendered distinguished service, and provided exceptional contributions to the University.
 - c. Contributed in truly exceptional ways to the welfare of the institution, state, or nation or achieved such unique distinction as to warrant recognition.
4. For or by individual donors who provide significant gifts in support of facilities and programs at the University.
5. For corporations and foundations.
 - a. The length of time that a corporate or foundation name will remain on a facility will be determined on a case-by-case basis.
 - b. Gifts from corporations or foundations to support programs will be recognized in the same manner as gifts from individuals.

Facilities should be named in such a way as to denote their general objective or use. A building name may include a designation such as auditorium, center, gymnasium, hall, institute, school, laboratory, etc.

Unless otherwise authorized by the Board of Trustees, when a facility or program is named in recognition of a significant gift, the name of the donor or his/her designee generally will be effective for the useful life of the facility.

Procedures

The Chancellor may consult with Campus Senate for advice before approving recommendations and, if a facility or program is involved, advancing said recommendations regarding naming requests to the President for his/her review, and to the Board of Trustees for consideration. Each proposal shall be made in writing in accordance with the University of Illinois at Springfield Policy for Naming Campus Facilities and Programs. Prospective donors shall be informed that a naming gift involves several offices of the University and the approval of the Board of Trustees.

The process for naming a facility will proceed as follows:

1. A party interested in making a formal naming request for a facility will submit a request in writing to the Associate Chancellor of Administrative Affairs/Executive Director of Facilities and Services describing the circumstances to support the case for naming a facility.
2. The Associate Chancellor of Administrative Affairs/Executive Director of Facilities and Services will make an initial determination as to if the request for naming is in accordance with the UIS Master Plan and, if so, will forward the request, along with his/her recommendation to the Chancellor's Cabinet for further review.

3. In the case of naming a facility that is to be funded with private gift support, the Vice Chancellor to which the program reports, in collaboration with the Vice Chancellor for Development, shall recommend to the Chancellor the appropriate gift amount given the nature and impact of the facility. Legal counsel shall be consulted on all such proposals.
4. The Chancellor's Cabinet will consider the worthiness of the naming request and move to approve, decline or revise the initial request.
5. The Chancellor will forward the decision to the President and the University of Illinois Board of Trustees for review and final approval of a naming request for a facility or program.
6. Once a naming scenario is approved, the Associate Chancellor of Administrative Affairs/Executive Director of Facilities and services will communicate the decision to the initial requesting party and assist in any actions necessary to fulfill directives associated with approved naming activities.

[Given the utilitarian nature of administrative facility naming activities, such actions will be approved as part of the construction project approval process through the Chancellor's Cabinet for facility projects.]

The process for naming a program will proceed as follows:

1. A party interested in making a formal naming request for a program will submit a request in writing to the Vice Chancellor within whose unit the program resides describing the circumstances to support the case for naming a program.
2. The Vice Chancellor will make an initial determination as to whether the request is in accordance with the naming policy and, if so, will forward the request, along with his/her recommendation to the Chancellor's Cabinet for further review.
3. In the case of naming a program that is to be funded with private gift support, the Vice Chancellor, in collaboration with the Vice Chancellor for Development, shall recommend to the Chancellor the appropriate gift amount given the nature and impact of the program. Legal counsel shall be consulted on all such proposals.
4. The Chancellor's Cabinet will consider the worthiness of the naming request and move to approve, decline or revise the initial request.
5. The Chancellor or his/her designee will make the final decision as to naming of the program, except in cases of facilities and programs, in which case the Chancellor will forward the decision to the President and the University of Illinois Board of Trustees for review and final approval.
6. Once a naming scenario is approved, the Vice Chancellor will communicate the decision to the initial requesting party and assist in any actions necessary to fulfill directives associated with approved naming activities.

Gifts for named programs and facilities should be received by the University of Illinois Foundation. Prior to any discussion with a prospective donor regarding specific naming opportunities, units should consult with the Vice Chancellor for Development to assure the appropriateness of the gift levels required for the project. The President and the Chancellor will periodically review the minimum gift levels detailed in this policy in consultation with the University of Illinois Foundation. A formal gift agreement among the University, University of Illinois Foundation and donor must be executed before a facility or program is named.

Funding Criteria for Naming Facilities and Programs as a Result of Gifts

1. Facilities
 - a. New facilities: 50% of the private fundraising goal for the project.
 - b. Existing facilities: 50% of the private fundraising goal for the project

- c. Addition to existing facilities: 50% of private fundraising goal for the project
 - d. Renovations: 100% of renovation if project is less than \$5 million; if project is greater than \$5 million, 50% of private fundraising goal for the project.
 - e. Interior spaces (e.g. laboratories, classrooms, etc.): 100% of the private fundraising goal for the project regardless of whether it is new construction or renovation.
 - f. Outdoor areas (e.g. courtyards, gardens, streets, fountains, benches, etc.): 100% of the total cost.
 - g. In the case of facilities, gifts must be current use gifts and may include a maximum five-year pledge.
2. Colleges, Schools, Institutes, Departments, Academic or Administrative Units. The specific level for each unit will be determined by the Provost and Chancellor in consultation with the Vice Chancellor for Development.
 3. Programmatic Centers (Academic and Administrative)
 - a. A minimum of a \$5-million endowment gift is needed to name a programmatic center.
 - b. An alternate funding plan may be implemented with the approval of the Provost and Chancellor in consultation with the Vice Chancellor for Development. The Chancellor retains the flexibility to negotiate alternative financial arrangements where the best interests of the University are served.

Guidelines Regarding Recognition

When an entire facility is named for an individual, the actual name may appear on the façade of the structure, University signage, and Campus maps as appropriate.

Space within buildings (e.g., rooms, lounges, laboratories, performance spaces, lecture halls, etc.) may be identified by plaques or tablets installed in buildings as a commemorative recognition of an individual or as the result of a gift. All such identifications must be approved by the Chancellor or his/her designee.

When a named facility has reached the end of its useful life and will be razed or the unit moves into a different facility, the donors will be appropriately recognized in a related facility.

Renaming of Facilities

When a facility or area is proposed for renaming, campus officials will make all reasonable efforts to inform in advance the original donors, honorees, or members of their immediate family.

A second name may be added to a building when significant funding is needed to renovate an existing named facility in order to meet the programmatic needs of the unit. Any proposal to add a second name in recognition of a gift shall be reviewed by the Chancellor. The review will include any gift documents pertaining to the original gift and related naming, as well as the documents pertaining to the subsequent gift and proposed renaming.

Removal of a Name

In extreme circumstances it may be necessary to remove a name from a facility or program if it is in the best interest of the University. This should be done judiciously, and should involve the Chancellor, Legal Counsel, the President, and the Board of Trustees.

Restrictions- Campus Landmarks

There may be facilities, land and features on campus that should never be named due to their historic nature as campus landmarks. These landmarks will be determined by the Chancellor and the Chancellor's Cabinet and should be reviewed as needed.

Exceptions

There may be instances where exceptions will be granted to the procedures above. These will be reviewed/endorsed by the Chancellor and, when warranted, submitted to the Board of Trustees for consideration.

Contact

Questions regarding this policy may be addressed to:

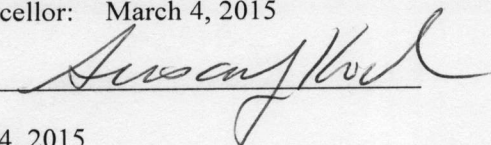
In the case of facilities: Associate Chancellor of Administrative Affairs/Executive Director of Facilities and Services, Office of Facilities and Services, Mail Stop BSB 43, (217) 206-6730.

In the case of programs: Associate Chancellor for Public Affairs, Office of the Chancellor, Mail Stop PAC 563, (217) 206-6634.

Date approved by Chancellor's Cabinet: March 3, 2015

Date approved by Chancellor: March 4, 2015

Chancellor signature: _____



Effective date: March 4, 2015