

UAM OPERATING PROCEDURE 735.1

Re: Naming Buildings/Subunits

November 12, 2004

Revised: July 1, 2011

It is the policy of the University of Arkansas System Board of Trustees that when a University building is to be named in honor of an individual, it shall be named in memory of a person who, during his or her lifetime, gave significant service to the University, except that:

- (1) The Board endorses in principle the naming of a building for an individual who, from his or her personal resources, has made a substantial contribution in relation to total costs toward construction of said building, and
- (2) The Board will consider without prejudice, when circumstances warrant, the naming of a building for an emeritus faculty or staff member who has spent a large part of his or her professional career in the service of the University and who, during a certain period of said service, made noteworthy contributions to the progress and welfare of the University.

Criteria for Naming of Subunits/Areas

The following factors will be considered in regard to the naming of subunits of a building or area including rooms and offices.

1. Appropriateness of naming the particular type of facility;
2. Significance of the relationship of the individual to the institution and to the program operated in the facility; and
3. Contribution of the individual to the institution.

If the contribution is primarily service, consideration shall be given to length and quality of service and long-term impact on the overall direction of the institution.

If the contribution is primarily monetary, one-half the cost of any building construction or renovation is normally considered as the minimum contribution;

Generally, buildings will not be named in honor of any active employee of the university.

While the intent in naming a facility/subunit is to provide recognition in perpetuity, circumstances may alter the permanent nature of such a designation. Such circumstances may include, but are not be limited to:

1. Change in usage of the facility;
2. Major renovations or alterations of the facility;
3. Razing of facility.

Appropriate attention will be given to alternative recognition, which could include transferring the name to another facility, displaying the plaque or nameplate from the previous facility at an appropriate location or other suitable recognition.

Procedure

1. A request to name or change the name of any University facility/subunit or area including rooms and offices should be made in writing to the Chancellor. Requests originating from University faculty or staff should be forwarded through established channels. The request should be accompanied by supporting documentation adequate to indicate that the request meets the established criteria outlined in the policy. The Office of the Chancellor will forward the request to the Executive Council.
2. The Executive Council will review the request and documentation and may ask for additional information, if needed, or may make suggestions for an alternate course of action.
3. The Office of the Chancellor will advise the originator of the request, as well as other appropriate individuals, of the final disposition of the request.