



### Policy Concept Form

As part of the University of Oregon Policy development process, all new Policy proposals, as well as proposals for the revision or repeal of existing Policies, must be submitted via this form to the University Secretary (the policy custodian). The Secretary will forward completed concept forms to the President’s Policy Advisory Council for consideration pursuant to the University’s Policy on University Policies. Please remember:

*A Policy is “a high-level, broadly stated overall plan embracing general goals, principles and procedures of the university with intent to guide decisions, actions and other matters; characterized by defining ‘what’ needs to be done rather than ‘how’ to do it; a policy has the force of establishing rights, requirements and responsibilities.”*

[Complete the following information as thoroughly as possible; response boxes will expand as filled.]

**CONCEPT SUBMITTED BY:**

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<b>ORGANIZATION:</b>	Office of the Secretary

**POLICY CONCEPT SUBJECT MATTER (including existing policy number if appropriate):**

Revisions to UO Policy 7.00.02 (naming of facilities) and repeal of UO Policy (former OAR) 580.060, Section L (naming buildings).

**STATEMENT OF NEED FOR THIS POLICY CONCEPT (i.e. What is the problem this concept seeks to address, and how does this proposal do so?):**

**Former OAR (and now UO Policy) 580.060 Section L** should be repealed. It is no longer applicable as it relates to the President’s authority to name buildings and rules related thereto, which was necessary under the state system but is not necessary post July 1, 2014. The issue addressed in this short (2-sentence) section is now encapsulated by UO Policy I.01.01 and UO Policy 7.00.02. **UO Policy 7.00.02** must be updated to align with the superseding UO Policy I.01.01. UO Policy I.01.01, the Retention and Delegation of Authority, stipulates that the Board of Trustees retains sole authority to name buildings and exterior spaces in recognition of individuals or organizations. (See Section 1.7.1.) UO Policy 7.00.02 (written prior to the existence of the Board) does not contemplate this new requirement. Further, specific proecedures are articulated within the policy and are

better suited as “related to” information rather than policy. There are no changes to these procedures, with the exception of an additional procedure added to address the recognition of naming buildings after donors. (It previously only had procedures for naming buildings after those for “unusually meritorious service”.

**WHO OR WHT MIGHT BE AFFECTED BY THIS POLICY CONCEPT, AND HOW? *List all individuals, groups, etc. that would be impacted by this concept and the nature of any possible impacts (both positive and negative).***

General university community, but mostly those engaged in the naming, or renaming, of university buildings or spaces.

**WHAT COSTS MIGHT BE ASSOCIATED WITH THIS CONCEPT, BOTH IMPLEMENTATION AND RECURRING?**

None

**WHAT OTHER RESOURCES (HUMAN, PHYSICAL, OPERATIONAL, FINANCIAL, TECHNOLOGICAL, ETC.), WILL BE NEEDED TO IMPLEMENT AND MAINTAIN COMPLIANCE WITH THIS POLICY?**

None

**DOES THE PROPOSED CONCEPT IMPACT EXISTING POLICIES, GUIDELINES OR PROCEDURES? DOES THE PROPOSED CONCEPT RELATE TO A MATTER WITHIN A UNION CONTRACT? IF SO, PLEASE LIST.**

Yes (see above)

**ADDITIONAL INFORMATION YOU WISH TO SHARE?**

Attached is a redline version of UO Policy 7.00.02. Pasted here is the language from Section L of UO Policy (former OAR) 580.060:

***L. Naming Buildings***

*The President is authorized to name buildings. No building or structure of the University will be named after a living person. However, the President, or designee may make exceptions to this section if a donor contributes a substantial share of the cost of construction or if other unusually meritorious reasons exist.*

**PLEASE PROVIDE ANY SUGGESTED LANGUAGE AS AN ATTACHMENT TO THIS FORM.**



## **REASON FOR POLICY**

To describe the limitations on and procedures for naming buildings, structures, interior spaces, and exterior spaces, including landscape elements.

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## **ENTITIES AFFECTED BY THIS POLICY**

General UO community

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## **WEB SITE ADDRESS FOR THIS POLICY**

<http://policies.uoregon.edu/policy/by/1/07-university-relations/facilities-naming>

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## **RESPONSIBLE OFFICE**

For questions about this policy, please contact the Office of the President (541-346-3036 or [pres@uoregon.edu](mailto:pres@uoregon.edu)) or Campus Planning and Real Estate (541-346-5562 or [uplan@uoregon.edu](mailto:uplan@uoregon.edu)).

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## **ENACTMENT & REVISION HISTORY**

[Redacted from this draft document to save space]

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## **POLICY**

The naming, or renaming, of a building, structure or external space is considered a major event in the history of the institution, requiring due consideration and consultation.

Under authority granted by Oregon Revised Statutes, Chapter 352, and Section 1.7.1 of UO Policy I.01.01 – Retention and Delegation of Authority – the Board of Trustees shall be the sole authority allowed to name any university building or outdoor area in recognition of an individual or organization.

The President of the University, by this policy, is authorized to name interior spaces (e.g. classrooms, atria, conference rooms, seminar rooms, lounges, etc.).

**1. NAMING IN RECOGNITION OF A GIFT:**

- Buildings and structures may be named or renamed for a donor when a gift provides funding for not less than 50 percent of the portion of the cost which would not have been available from other sources (state or federal appropriations, student fees, bonds, etc.). Some exceptions may be granted.

**2. NAMING FOR AN INDIVIDUAL NOT IN RECOGNITION OF A GIFT:**

- Naming opportunities are generally reserved for donors. However an individual's name may be affixed to a building, part of a building, an interior space, or a landscape element in posthumous recognition of unusually meritorious service to the University or to society at large.
- Normally, a period of at least one year shall have elapsed between the individual's death and the proposal for naming.
- Exceptions to the requirement of posthumous recognition may be granted only upon approval by the Board of Trustees.

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**RELATED RESOURCES**

Procedures:

- Suggestions for naming any building, part of a building, an interior space, or an exterior space in honor of a philanthropic contribution will proceed through the Vice President for Advancement to the President.
- Suggestions for naming any building, part of a building, an interior space, or an exterior space in recognition of unusually meritorious service to the University or to society at large will proceed through the appropriate Department Head or Director, and then through the appropriate Dean if applicable, to the appropriate Vice President, who will make a recommendation to the president. Suggestions for naming in recognition of unusually meritorious service should include a description of the activities and circumstances that warrant consideration as unusually meritorious. While "unusually meritorious service" could be operationalized in many different ways, for the purposes of this policy, unusually meritorious service is likely to describe remarkable activities, circumstances, and/or experiences of individuals that directly served to advance or provide inspiration in advancing the values and mission of the University.
- Pursuant to UO Policy 7.00.02, the President shall make a recommendation on naming a building or exterior space, or any space named after a living individual, to the Board of Trustees for its approval. The President may make a final decision on the posthumous naming of any interior space. On naming suggestions involving entire buildings or large open spaces, the President will consult formally in confidence with the Faculty Advisory Council. On namings of a smaller, or more local scale, the President may consult confidentially with any advisory groups that he or she feels is appropriate.



## **REASON FOR POLICY**

To describe the limitations on and procedures for naming buildings, structures, interior spaces, and exterior spaces, including landscape elements.

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## **ENTITIES AFFECTED BY THIS POLICY**

General UO community

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## **WEB SITE ADDRESS FOR THIS POLICY**

<http://policies.uoregon.edu/policy/by/1/07-university-relations/facilities-naming> (to be updated after revision)

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## **RESPONSIBLE OFFICE**

For questions about this policy, please contact the Office of the President (541-346-3036 or [pres@uoregon.edu](mailto:pres@uoregon.edu)) or Campus Planning and Real Estate (541-346-5562 or [uplan@uoregon.edu](mailto:uplan@uoregon.edu)).

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## **ENACTMENT & REVISION HISTORY**

Policy number revised from 4.000 to 07.00.02 on February 2, 2010  
Revision recommended and approved by the President on October 31, 2006  
Originally issued February 17, 1989

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## **POLICY**

The naming, or renaming, of a building, structure or external space is considered a major event in the history of the institution, requiring due consideration and consultation.

Under authority granted by Oregon Revised Statutes, Chapter 352, and Section 1.7.1 of UO Policy I.01.01 – Retention and Delegation of Authority – the Board of Trustees shall be the sole authority allowed to name any university building or outdoor area in recognition of an individual or organization.

## POLICY 07.00.02 Facilities, Naming of

~~Under OAR 580-50-025, the President is authorized to name buildings or structures, and no building or structure shall be named after a living person unless the Oregon State Board of Higher Education makes an exception. The Board's legal staff has defined "structure" to include large outdoor spaces such as courtyards. The Board will consider an exception only for a donor who contributes a substantial share of the cost of construction or for other unusually meritorious reasons.~~

~~The naming, or renaming, of a building or structure is considered a major event in the history of the institution, requiring due consideration and consultation. (NOTE: This line was moved to the beginning.)~~

The President of the University, by this policy, ~~also~~ is authorized to name ~~parts of buildings, interior spaces (e.g. classrooms, atria, conference rooms, seminar rooms, lounges, etc.), and landscape elements (plazas, quadrangles, etc.).~~

### 1. NAMING IN RECOGNITION OF A GIFT:

- Buildings and structures may be named or renamed for a donor when a gift provides funding for not less than 50 percent of the portion of the cost which would not have been available from other sources (state or federal appropriations, student fees, bonds, etc.). Some exceptions may be granted.

### 2. NAMING FOR AN INDIVIDUAL NOT IN RECOGNITION OF A GIFT:

- Naming opportunities are generally reserved for donors. However an individual's name may be affixed to a building, part of a building, an interior space, or a landscape element in posthumous recognition of unusually meritorious service to the University or to society at large.
- Normally, a period of at least one year shall have elapsed between the individual's death and the proposal for naming.
- Exceptions to the requirement of posthumous recognition may be granted only upon approval by the Board of Trustees.

~~Supersedes all earlier policies issued on this subject.~~

~~Procedures: (Note: procedures moved to related resources)~~

- ~~• Suggestions for naming any building, part of a building, an interior space, or a landscape element in posthumous recognition of unusually meritorious service to the University or to society at large will proceed through the appropriate Department Head or Director through the appropriate Dean or Vice President to the Senior Vice President and Provost. Suggestions for naming in recognition of unusually meritorious service should include a description of the activities and circumstances that warrant consideration as unusually meritorious. While "unusually meritorious service" could be operationalized in many different ways, for the purposes of this policy, unusually meritorious service is likely to describe remarkable activities, circumstances, and/or experiences of individuals~~

## POLICY 07.00.02 Facilities, Naming of

~~that directly served to advance or provide inspiration in advancing the values and mission of the University. After consultation with the Vice President for Advancement, the Senior Vice President and Provost will convey the request to the President with a recommendation.~~

- ~~• On all naming opportunities and requests, the President will make the final, campus-level decision. On naming suggestions involving entire buildings or large open spaces, the President will consult formally in confidence with the Faculty Advisory Council. On namings of a smaller, or more local scale, the President may consult confidentially with any advisory groups that he or she feels appropriate before making a decision on the proposal.~~
- ~~• Proposals approved by the President that involve naming after a living person will be forwarded to the State Board for final approval.~~

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### RELATED RESOURCES

~~Provide links to forms, external pages, implementation guides, etc. if applicable. Leave blank if not.~~

#### Procedures:

- ~~• Suggestions for naming any building, part of a building, an interior space, or an exterior space in honor of a philanthropic contribution will proceed through the Vice President for Advancement to the President.~~
- ~~• Suggestions for naming any building, part of a building, an interior space, or an eternal space a landscape element in posthumous in recognition of unusually meritorious service to the University or to society at large will proceed through the appropriate Department Head or Director, and then through the appropriate Dean if applicable, to the appropriate Vice President, who will make a recommendation to the president. ~~or Vice President to the Senior Vice President and Provost.~~ Suggestions for naming in recognition of unusually meritorious service should include a description of the activities and circumstances that warrant consideration as unusually meritorious. While "unusually meritorious service" could be operationalized in many different ways, for the purposes of this policy, unusually meritorious service is likely to describe remarkable activities, circumstances, and/or experiences of individuals that directly served to advance or provide inspiration in advancing the values and mission of the University. After consultation with the Vice President for Advancement, the Senior Vice President and Provost will convey the request to the President with a recommendation.~~
- ~~• Pursuant to UO Policy 7.00.02, the President shall make a recommendation on naming a building or external space, or any space named after a living individual, to the Board of Trustees for its approval. The President may make a final decision on the posthumous naming of any internal space. On all naming opportunities and requests, the President will make the final, campus-level decision. On naming suggestions involving entire buildings or large open spaces, the President will consult formally in confidence with the~~

**POLICY 07.00.02**  
**Facilities, Naming of**

Faculty Advisory Council. On namings of a smaller, or more local scale, the President may consult confidentially with any advisory groups that he or she feels is appropriate before making a decision on the proposal.

Proposals approved by the President that involve naming after a living person will be forwarded to the State Board for final approval.