

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Angela Wilhelms, University Secretary
Policy Title/# (if applicable):	NA (new policy)
Submitted on Behalf Of:	President, Senior Vice President and Provost, Board Chair and Vice Chair
Responsible Executive Officer:	Provost/OPAA

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Kevin Reed

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Naming academic units in recognition of individuals, groups, or organizations.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

NA (though this is modeled after the policy on Naming of Facilities in Recognition of...)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

The UO may at times wish to name academic units after individuals or entities (a la the Clark Honors College or Lundquist College of Business). No policy exists articulating authorities, decision-makers or high-level processes around this. Having a policy in place before a specific proposal is raised makes sense. This policy is very similar to the policy on naming facilities in recognition of individuals/organizations.

It is important to note that this policy does not relate to the academic portion of the name (e.g. whether to name department Earth Sciences or Geological Sciences). It relates only to the naming in recognition portion.

POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing uopolicy@uoregon.edu.
4. A "redlined" version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
 - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
 - Statutory or regulatory citations
 - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email uopolicy@uoregon.edu if you have any questions.

AFFECTED PARTIES

Who is impacted by this change, and how?

Very little impact – various parties (e.g. deans, provost, president) have to follow the policy, but the policy mirrors and simply attempts to codify existing practices.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
President and Provost (& staff)		Multiple
Board Chair and Vice Chair		Multiple
Andreasen, Schreck	University Advancement	Multiple

correlation between the contribution and the field in which naming is considered. Exceptions to the posthumous requirement may be granted by the Board of Trustees or the President, respectively, given the type of academic unit.

Procedural Requirements

- Suggestions for naming an academic unit will be made through the Vice President for Advancement, in consultation with the Provost and Senior Vice President, to the President or the President's designee. The Vice President for Advancement may receive recommendations from and shall consult with appropriate others (e.g., appropriate vice presidents, deans, department heads, directors, etc.).
- Suggestions for naming in recognition of exceptional nonfinancial contributions to the University of Oregon or society at large shall include a description of the activities and circumstances that warrant consideration. While "exceptional nonfinancial contribution" could be operationalized in many different ways, for the purposes of this policy it 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.
- The President or his/her designee shall consult confidentially with the Faculty Advisory Council. The President may consult confidentially with any other advisory group that he/she feels is appropriate.
- Pursuant to this policy, the President shall make a recommendation on naming an academic unit to the Board of Trustees for its approval when required.

Related Resources

NA

Reason for Policy

To describe the limitations on and procedures for naming academic units in recognition of individuals, groups or organizations.

Entities Affected by this Policy

General applicability

Web Site Address for this Policy

Responsible Office

For questions about this policy, please contact the Office of the University Secretary (541-346-3166, trustees@uoregon.edu) or the Office of the Provost and Academic Affairs (541-346-3186, provost@uoregon.edu)

Enactment & Revision History

NA

Policy

The naming, or renaming, of an academic unit is considered a major event in the history of the institution, requiring due consideration, appropriate due diligence, and consultation.

The Board of Trustees shall be the sole authority allowed to name any campus, school, college, department, or equivalent in recognition of an individual or organization.

The President of the University, or his/her designee, is authorized to name academic units not articulated in the above paragraph in recognition of individuals or organizations. This includes, but may not be limited to, centers, institutes, or programs.

Naming an academic unit is generally reserved for a donor or donors who have made significant financial contributions to that unit. However, academic units may also be posthumously named for an individual, group or organization in recognition of exceptional nonfinancial contributions to the University of Oregon or to society at large. In such instances, there should be a

The University of Oregon Senate

2016-17 , Blog , Motions , Policies

US16/17-18: NEW POLICY PROPOSAL: RECOGNITION NAMING OF ACADEMIC UNIT

March 9, 2017 | Betina | [Leave a comment](#)

Notice Given: 02/27/2017

Current Status: Approved 03/15/2017

Motion Type: Legislation

Sponsor: Bill Harbaugh (Economics)

Motion

Section I

1.1 WHEREAS the naming, or renaming, of an academic unit is considered a major event in the history of the institution, requiring due consideration, appropriate due diligence, and consultation; and

1.2 WHEREAS currently there is no UO policy providing guidance and structure for this process;

1.3 WHEREAS the UO Board of Trustees has sole authority to name any campus, school, college, department or equivalent in recognition of an individual or organization;

Section II

2.1 BE IT THEREFORE MOVED that the University Senate approves the newly proposed Naming Academic Units policy as outlined in the Related Documents.

Related Documents:

[Policy Concept Form](#)

[Draft Policy Proposal](#)