

Policy Number	Subject	Effective Date	Revised Date
7.0010P	Honoring Individuals by Naming Elements at the University in their Honor	10/17/02	
Responsible Division / Department: President's Office / Institutional Advancement			
<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

This policy delineates actions that must be taken and decisions that must be made in honoring individuals by naming elements at the University of North Florida in their honor.

II. STATEMENT OF POLICY

The University of North Florida will consider requests for gift and non-gift naming opportunities to honor alumni and others when these requests will further the mission of the institution. These may include, but are not limited to, the naming of classrooms, library acquisitions, endowed professorships, scholarships, buildings, schools, or colleges. In such cases the person being honored should be an individual who, in the judgment of the University, exhibits exceptional personal integrity.

The President will have final approval on all such requests, except for those to name a building or a college/school. The University Board of Trustees must approve all requests to name buildings, colleges, or schools. Following approval by the University Board of Trustees, requests to name buildings after individuals who are still living must be submitted to the Florida Legislature.

III. STATEMENT OF PROCEDURES

The Vice President for Institutional Advancement will have available a list of tribute (for living individuals) and memorial options. Requests to exercise such options should be submitted in writing through the appropriate Dean, Vice President, or University constituent assembly (i.e., Faculty Association, Administration and Professional Association, University Support Personnel Association, or Student Government) to the Vice President for Institutional Advancement for consideration and recommendation.

Requests should provide the rationale on how the University's mission will be furthered and document the personal integrity of the individual to be honored. Specific naming recognition will be determined by the University.

Upon review of such requests, the Vice President for Institutional Advancement will make a recommendation to the President. In cases of naming colleges, schools, or buildings, the President will forward the recommendation to the Board of Trustees for their decision. The recommendation will include statements on: (a) the relationship of the request to the mission of the institution, and (b) the personal integrity of the individual for whom the college, school, or building is proposed to be named.

A. Gift Consideration

Naming proposals should be consistent with University policies and will reflect not only the donor's appropriate financial support, but also the donor's commitment to the mission, vision and objectives of the University. The gift amount necessary to name a building is generally one-third of the cost of construction (guidelines offer a range of between 25 and 50 percent). The amount is determined based on age of the building, usage and location. The Vice President for Institutional Advancement recommends a specific amount for review and approval by the President. The Vice President for Institutional Advancement also recommends specific amounts for other types of naming opportunities.

B. Non-Gift Consideration

Buildings and other areas of the University may be named in honor of a person(s), without consideration of a gift, who has made a significant contribution to society or a professional field, or who has distinguished him or herself in the life of the University of North Florida.

Nominations of individuals fall into two categories – non employees and former university employees.

For non-employees, individuals must clearly have:

- 1) impacted society, the profession or the University,
- 2) achieved extraordinary and lasting distinction, and
- 3) garnered wide consensus supporting the naming request.

For former university employees, five years must elapse before a nomination may be submitted. Nominees under this category must have:

- 1) demonstrated extraordinary and/or unprecedented service in the mission of the University, and
- 2) served as the president of UNF or worked a minimum of 10 years at UNF,

Nominations for recognizing an individual in this category will include the case for support but not the specific area to be named. The Vice President for Institutional Advancement will review and recommend to the president the appropriate naming opportunity(s). Proposals to name buildings after individuals who are still living will be forwarded to the Florida Legislature for final approval as currently required by Florida law. Such proposal should include:

- 1) information on the proposed building,
- 2) the name of the individual to be recognized, and
- 3) documentation of the individual's accomplishments/contribution which supports the request, e.g., letters of recommendation, biographical statement, media reports, and any other information that may be required by the Florida Legislature.

Formerly 9-3.002