

NAMING OF UNIVERSITY FACILITIES

GUIDELINES

I. Advisory Committee

- A. An Advisory Committee on the Naming of University Facilities, appointed by the President, shall be responsible for receiving nominations of potential honorees after whom buildings, specific sections of buildings, campus features, may be permanently named, and for making recommendations to the President of the University
- B. The appointed members shall serve four-year terms beginning July 1, with terms rotating on a two-year basis. Numbers may vary by presidential preference.
- C. The chair of the Faculty (or his/her designee) shall be invited to serve as a member of the committee upon his/her election each year.
- D. Northern Iowa Student Government shall be invited to appoint a student member to the committee each year upon election of the new senate.
- E. The committee shall elect its own chair each year.

II. Purpose and Nature of Building Naming Program

- A. Buildings, facilities within buildings and other campus features and may be named after specific persons whom this University wishes to honor.
- B. This honor shall be for truly outstanding achievements, attainments or contributions for the good of the University.

III. General Criteria and Limitations

- A. Under appropriate circumstances, persons not directly affiliated with the University may be honored, which may include members of the Board of Regents and its staff, alumni of the University, and others who have rendered important and conspicuous service to the University. This category may include donors of very important gifts to the University.
- B. Only in very exceptional circumstances will facilities be named after government officials, especially those currently in office.
- C. Consistent with Board of Regent guidelines, facilities will not be named after University employees until at least two years after they have ended their tenured or permanent employment status with the University.
- D. Naming Gift Guidelines provided by the University of Northern Iowa Foundation will be considered and followed when evaluating nominations.

IV. Specific Criteria

- A. The accomplishments which may merit this recognition must be truly outstanding. While contributions to single departments or programs might be recognized in this manner, its broader purpose is to recognize contributions to the University as a whole. Similarly, local, national and international honors may add to the accomplishments and achievements being recognized, but this recognition is primarily for service to the University.
- B. Length of service to the University may be a factor in awarding this honor, but quality of service is primary.
- C. Faculty members to be honored will be those who have made significant contributions to the University, especially as teachers—those who have had a major impact on their students and whose teaching has furnished a model and inspiration. Distinguished scholarship may also be considered as well as University service, including administration and faculty governance.
- D. Members of the administration and staff to be honored will be those whose contributions to the University have had significant effects on its well-being and progress.

V. Procedures

- A. Nominations may be presented to the Committee at any time. Nominations should be sent, in writing, to the “Naming Committee”, in care of the Office of the President, University of Northern Iowa, Cedar Falls, Iowa, 50614-0705. Questions about Naming Committee policies and procedures may be address to the “Chair of the Naming Committee” in care of the President’s Office at the same address as listed above.
- B. Upon receipt of the request, the President’s office will review the nomination to insure that it meets guidelines. The president may also request additional information from the nominating party or others in order to provide substantive and complete information to the committee for consideration.
- C. Nominations must be made by current University of Northern Iowa faculty, staff (including emeritus) and students.
- D. Anyone involved in the nomination process (nominators, those consulted during the review, etc) must maintain complete confidentiality regarding the naming request and any information solicited or provided.
- E. The Committee requires a minimum of one month for consideration of a request. Final recommendations will be reported to the President as soon as the Committee has completed its consultation, research and all due diligence given to the process. Final decision from the President will be dependent on further review requirements. Overall review and final decision making may require time well beyond the minimum stated above. Nominators are encouraged to provide as much advance notification as possible.
- F. The Advisory Committee on the Naming of University Facilities will serve as the primary screening and recommending agency for this honor. Recommendations are reported to the President..

- G. The Committee will ordinarily not solicit nominations, although it may from time to time indicate its existence and willingness to entertain nominations.
- H. Additional procedures and details, including nominations or other matters considered atypical, shall be determined by the committee as needed.

VI. Evaluation

- A. Nominations to the Committee should include as much supporting material as possible to validate the nomination, such materials to include detailed accounts of the nominee's achievements, the nominee's support from the appropriate faculty, staff and students, and the specifics of what is recommended for naming.
- B. When naming of a facility or space is being considered by the Committee, the Chair of the Committee will notify the Vice President of University Advancement and the Vice President(s) of the division principally utilizing space in the facility for which naming is under consideration by the committee. The Vice President will be given the opportunity to provide input or solicit input from individuals he/she believes should be consulted. Such input will be considered by the committee but will not be the sole factor in decision making..
- C. In view of the delicate nature of a recommendation to be made on a candidate, particularly the possibility of a negative one, there will be no general referendum on any particular nominee, nor any review by any other body except as the President may wish.
- D. The President will inform the Naming Committee of any decision on a naming request. When requests are acted upon, whether approved, denied or deferred to a later date, the President will inform the person who originally submitted the request of the decision. In addition, when the request is approved, the President will inform the honoree or the honoree's family as appropriate.
- E. The Committee will not be expected to justify or report its recommendations to anyone except the President of the University.

Prepared January, 1997 – Advisory Committee on the Naming of University Facilities

Amended August, 2009