

## POLICY

Effective Date: June 13, 2003

Approved By: Board of Trustees

Authority: RCW 28B.35.120; WWU Board Rules of Operation, Section 020(3)S

Cancels: This policy revises, merges and replaces all previous naming policies including but not limited to *Facilities: Naming University Facilities* (POL 3680 and POL 350-30).

### **POL-U6000.02 NAMING UNIVERSITY FACILITIES**

***This policy applies when naming university facilities in honor of an individual or group of individuals.***

#### **Definition:**

- **University Facilities:** All university buildings, wings, labs, classrooms, lecture halls, libraries, meeting spaces, offices and all interior components; recreational or athletic facilities, plazas, fountains, roadways, parks and other natural or physical external features of university property. This policy does not apply to the naming of colleges, institutes, programs, endowments or scholarships.

#### **1. Board Of Trustees Authorizes The Naming Of University Facilities**

The Board of Trustees reserves unto itself the authority, "To name buildings and facilities in honor of a person or persons." [WWU *Board of Trustees Rules of Operation*, Section 020(3)S.]

#### **2. The Office Of The President Administers And Implements This Policy**

- The Trustees delegate authority to the president to engage in preliminary discussions for a specific naming opportunity, in consultation with the Trustee Liaison to the WWU Foundation.
- The Vice President for University Advancement is responsible for recommending appropriate recognition levels.

#### **3. The Naming Of A University Facility For An Individual Or Group Of Individuals Is A High Honor**

#### **4. Consideration May Be Given For Naming University Facilities When A Monetary Gift To The University Or Its Foundation Is Made**

- Consideration may be given to naming facilities to recognize a benefactor or benefactor's designee whose financial contributions to the university represent significant philanthropy in the history of the campus.

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- Consideration may be given to naming facilities to recognize a benefactor or benefactor's designee whose gift represents some or all of the costs of a specific project. Recommended recognition level in this case will be based on the current needs of the University and gifts that represent an amount equal to if not greater than gifts donated by individuals or entities for whom University facilities have been named in the past.

### 5. **Consideration May Be Given For Naming University Facilities Without A Monetary Gift To The University**

- Consideration may be given to naming facilities without a gift to the university if an individual has achieved distinction in academic, administrative, service, or other exceptional ways that have contributed significantly to the welfare of the University.
- Facilities will not be named for current government officials, current university employees, or current trustees.

### 6. **The Integrity Of The Benefactor Will Be Maintained**

No naming will be approved or continued (once approved), that will call into serious question the public respect of the University.

### 7. **Monetary Gifts Will Be Honored In Perpetuity**

Once a university facility has been named after a benefactor, it will be honored in perpetuity. The University reserves the right to determine the form which such recognition may take, in the event that circumstances change, e.g., a facility no longer exists.

### 8. **A Plaque Or Other Commemorative Tribute May Be Placed To Acknowledge The Individual Or Group Of Individuals For Whom A Facility Is Named**

A plaque or memorial may be installed within or outside the facility to acknowledge the person or persons for whom it is named.