



Policy Number: I.13  
Policy Level: Operating Policy  
Originally Issued: September 30, 2013  
Reviewed: August 23, 2016  
Revised: October 8, 2018  
Reviewed: November 4, 2021  
Policy Owner: President  
Policy Implementation: VP for University Advancement

## Naming of University Property

### **I. Policy Statement and Purpose**

In certain circumstances, Athens State University seeks to acknowledge the efforts and contributions of individuals, corporations, or other entities by the naming of buildings/facilities/colleges, portions of buildings, rooms, fixed furniture, trees, open spaces, fields, and equipment (hereinafter known as “property”) in honor of these individuals, corporations or entities. In accordance with Athens State University’s mission, this policy establishes the criteria for the naming of University property. These criteria are based on comparable practices at other Universities.

### **II. Naming Authority**

#### **Board of Trustees:**

The Board of Trustees at the University considers the naming of a University building/facility/college in honor of an individual, corporation or an entity as one of the highest recognitions that the University can bestow. Only the Athens State University Board of Trustees has the authority to name a building/facility/college and portions of a building in honor of an individual, corporation, or other entity, that has an exceptional record of service and/or who has made a charitable contribution or gift to the University.

Exceptional record of service may include, but is not limited to, many years of selfless dedication and personal effort of the honoree which has provided enduring benefits to the University.

Charitable contributions may take the form of a substantial gift of private funds by or on behalf of the honoree which made it possible for the University to construct or renovate a building or facility. The amount of the contribution being considered for naming a building/facility/college will be determined by those involved with the project in conjunction with the Vice President for University Advancement and the President of the University.

#### **President**

The University President has the authority, without Board of Trustees approval, to name other University property, including but not limited to rooms, fixed furniture, trees, open spaces, fields, equipment, centers, and institutes.



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### III. Process

#### **Buildings/Portions of Buildings**

Requests and supporting documentation to name a building/facility/college or a portion of a building should be forwarded to the President of the University through the Vice President for University Advancement. The President will forward the documentation to the *Chair Pro Tempore* of the Board of Trustees. Upon concurrence of the *Chair Pro Tempore*, the request will be placed on the agenda for consideration by the Board of Trustees.

If any issues arise concerning the good name and character of any person listed on the request, those issues shall be discussed in Executive Session.

Approval must be given by the Board of Trustees to name a building/facility/college or a portion of a building. Approval must be given by the Board of Trustees **before** any promise or offer can be made concerning the naming of a building/facility/college, or any portion of a building.

#### **Other Property**

Requests and supporting documentation to name other University Property should be forwarded to the President of the University through the Vice President for University Advancement. Final approval of naming other property rests with the President of the University. The President will provide, for informational purposes, notification of naming opportunities that do not require Board approval during the next regularly scheduled Board meeting.

Approval must be given by the President before any promise or offer concerning the naming of other University property can be made.

### IV. Responsibility for this Operating Policy

#### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.



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This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for University Advancement.