UNIVERSITY MANAGEMENT LETTER 04-01
NOVEMBER 2004

POLICIES AND PROCEDURES FOR

NAMING FACILITIES

Humboldt State University

and

The California State University

(Supersedes UML 97-1, 95-5 and 93-1)

Preface To All Policies And Procedures: Discussions regarding naming are confidential until a final decision has been rendered by the designated official(s) – the President of Humboldt State University or The California State University (CSU) Board of Trustees.

PREAMBLE

The University has the expectation that over time the use of these policies and procedures will lead to the naming of the facilities at Humboldt State University in such a manner that will be balanced in reflecting the functions of property, reflecting natural/geographic features of the area, reflecting the traditional theme of the University, honoring individuals for service to Humboldt or the CSU, recognizing gifts to the University, and recognizing cultural, ethnic, national, and gender diversity with fairness, dignity, compassion, and procedural consistency.

HUMBOLDT STATE UNIVERISTY
Policy and Procedures for Naming Facilities

Policy

The California State University Trustees retain the authority to name all buildings and properties. [See attached CSU Policy & Procedure on Naming CSU Facilities and Properties]

The President of Humboldt State University has the final decision and is the only person authorized to forward a request to the CSU Board of Trustees to name a building or property.

The President of the University makes the final decision to name Humboldt State University rooms (e.g. classrooms, laboratories, seminar rooms, auditoriums, concert hall, clinics,

gymnasiums, lobbies) and other local campus facilities. This authority is granted under CSU Executive Order 335, effective July 10, 1980.

The Campus Naming Subcommittee of the University Space and Facilities Committee is an administrative committee making recommendations to the Chair of the University Space and Facilities Committee (USFC), and will hereafter be referred to as the Subcommittee. The Chair of the USFC shall appoint the Subcommittee to make recommendations regarding the naming of Humboldt State buildings, rooms, and other local campus facilities. The Chair of the USFC shall request recommendations for potential appointment from the following constituent bodies: the Emeritus Faculty Association, Staff Council, Associated Students, and the Academic Senate Appointments Committee. The Subcommittee shall consist of one representative (unless otherwise indicated) from the constituencies below. Committee members will serve staggered terms of four (4) years, except for the student representative who shall serve a one-year term.

- Vice President for Advancement (chair of the committee) (ex-officio)
- Senate Appointments Committee – 1 Faculty Representative
- Emeritus Faculty Association – 1 Representative, if available
- Staff Council – 1 Representative
- Community Member - 1 Representative, appointed by the President
- Associated Students – 1 Representative
- Director of Facilities Management (ex-officio)

The Subcommittee shall meet as needed and shall only consider written documentation of support with regard to Naming Proposals.

Procedure

The following procedure will be followed when submitting a proposal (Naming Proposal):

- A written Naming Proposal to name a Humboldt State University building, room, area or other local campus facility may be submitted by any individual to the Chair of the USFC.

- The Chair of the USFC shall forward the Naming Proposal to the Chair of the Subcommittee.

- The Chair of the Subcommittee shall acknowledge receipt of the Naming Proposal and make a determination if the proposal is complete. If the Naming Proposal is incomplete, the Chair shall return the proposal for additional information prior to consideration. A submitter has the responsibility to ensure that all Naming Proposals are complete.

- Naming Proposals must comply with the Policies and Procedures for Naming Facilities of Humboldt State University and the California State University.

- Naming Proposals must succinctly provide the following:

1. The identity of the individual(s) or group submitting the Naming Proposal, including a contact address and phone number.

2. The name of the individual(s) or organization being proposed and the justification for the naming honor.

- Naming proposals will be kept confidential until a final decision has been rendered by the designated official(s) – the President of Humboldt State University or the CSU Board of Trustees.

The review (in a timely manner) of Naming Proposals by the Subcommittee will include the following:

- Thorough examination of the information submitted, ensuring compliance with CSU and Humboldt State Naming Policies and Procedures.

- Balanced treatment of all Criteria for Naming Proposals, ensuring that candidate recommendations to the President are based on merit and in accordance with the University's Nondiscrimination Policy.

- An examination of named facilities at Humboldt State University to ensure that the name does not conflict with a name currently in use.

- The Subcommittee should recognize that once a building is named officially, the building thereby receives a designation generally lasting through its lifetime.

- The Subcommittee may request from the proposer(s) additional information with regard to the Naming Proposal.

- The Subcommittee shall strive to reach consensus (by simple majority vote) in support of or opposition to the Naming Proposal.

- The Chair shall provide a written Subcommittee recommendation to the Chair of the USFC and include all supporting material. Dissenting committee members may attach a minority report to the Subcommittee recommendation.

- The Chair of the USFC shall forward the written Subcommittee report and all supporting material to the President.

- The President shall make a final determination regarding the Naming Proposal and will notify the Chair of the USFC.

- The Chair of the USFC shall notify the Chair of the Subcommittee of the President's final determination.

- The Chair of the Subcommittee shall notify members of the Subcommittee and the proposer(s) of the President's decision.

No formal commitment for naming shall be made prior to approval of the proposed name by the designated official(s) – the President of Humboldt State University or the CSU Board of Trustees. No announcements regarding the naming of facilities are to be issued until authorized in writing by the President of the University. After the decision has been made, the candidate or appropriate family member will be contacted by the President or a designee.

Once approval is granted, University Advancement will make arrangements for public announcement and recognition. University Advancement shall coordinate the installation of signage with Facilities Management. University Advancement will maintain biographical sketches on individuals for whom facilities are named. [See the *Procedure* section of the attached CSU Policy and Procedure on Naming CSU Facilities and Properties for additional information on procedure.]

Criteria for Naming Honors

[See the *Policy* Section of the attached CSU Policy and Procedure on Naming CSU Facilities and Properties for a listing of the criteria.]

Naming Exclusions

The naming of scholarships, endowments, trusts, lecture/artistic series, and equipment is excluded from this policy.

[See Policy and Procedure on Naming Scholarships, Endowments, Trusts, Lecture/Artistic Series, and Equipment]