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| <b>SUBJECT:</b><br>NAMING OF UNIVERSITY ELEMENTS | <b>Effective Date:</b><br>3-18-09  | <b>Policy Number:</b><br>1.8 |                |
|  | <b>Supersedes:</b><br>New  | <b>Page</b><br>1             | <b>Of</b><br>3 |
|  | <b>Responsible Authority:</b><br>Senior Vice President, Advancement<br>Senior Vice President, Finance & Administration |                              |                |

**APPLICABILITY/ACCOUNTABILITY:**

This policy delineates actions and standards that must be taken and followed in assigning or changing names of Florida Atlantic University (“University”) facilities, buildings, colleges, programs, institutes, centers, schools, campuses, roads, bridges, parks, recreational complexes or other institutional elements (collectively “University Elements”), including those actions taken in connection with honoring individuals in such respects. This policy shall not apply to the naming of Florida Atlantic University Foundation, Inc. (“Foundation”) funds, including Foundation funds for scholarships, endowed professorships, library acquisitions or other similar endeavors.

**POLICY STATEMENT:**

The University will consider requests for donor and non-donor naming opportunities for University Elements. These opportunities may honor individuals (living or deceased), groups, events, places and others when such will further the mission of the University. In such cases where a person is being honored, he or she should be an individual who, in the judgment of the University, exhibits exceptional personal accomplishments or character.

The President will have final approval on all such requests, except for those to name a University Element after an individual or group. The University Board of Trustees (“UBOT”) must approve all requests to name a University Element after individuals or groups.

*A. Gift/Donor Considerations:* 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. Gift-related naming of buildings or facilities requires a donation which makes a significant contribution to the cost of the building or facility. Further guidelines for gift-related naming opportunities can be found in the [Foundation’s Gift Acceptance Policy](#).

*B. Non-Gift/Non-Donor Considerations:* University Elements may also be named in honor of an individual or group, without consideration of a gift, who has made a significant contribution to the

University or to the State of Florida or to the fields of education, government, science or human betterment and who are of recognized accomplishment and character. Honorary naming for buildings and facilities is not permitted for an active State University System member, including staff, faculty, students, or trustees.

University Elements may also be named or re-named other than for individuals or groups when such will further the mission of the institution. Any such requests which do not arise from donors should generally originate from the head of the department or division most affiliated with the University Element to be named, a member of the Executive Committee, or the President.

Names assigned to University Elements are intended to be enduring unless otherwise provided at the time of naming. Changes should be made only when significant changes occur to the property (such as major renovation or demolition), or upon agreement of the honoree or donor (if possible), or as a result of other extenuating circumstances, including those which may impact the personal accomplishments or character of the honoree, which will be taken under consideration by the University President or the UBOT, as appropriate, in their sole and absolute discretion.

#### DEFINITIONS:

*Buildings:* All facilities, buildings, athletic facilities, and interior and exterior spaces such as theaters, auditoriums, classrooms, lobbies, lawns or courtyards under University control.

*Executive Committee:* Chaired by the University President, the Executive Committee consists of senior administrators who are individually and collectively responsible to guide a shared vision and lead institutional operations for the advancement of the University.

#### PROCEDURES:

Requests to exercise naming opportunities should be submitted in writing through the appropriate Dean, Provost, Vice President, or University constituent assembly (i.e., Faculty Senate, AMP Forum or Student Government) to the Senior Vice President, University Advancement (for donor opportunities) or to the Senior Vice President, Finance & Administration (for non-donor opportunities) for consideration and recommendation. Requests should provide the rationale on how the University's mission will be furthered and, if applicable, document the contribution, accomplishment and character of the individual or group to be honored.

Upon review of such requests, the Senior Vice President, University Advancement or the Senior Vice President, Finance & Administration, as applicable, will make a recommendation to approve or deny the naming request to the Executive Committee and the President. Upon review of the request and recommendation with the Executive Committee, the President may approve or deny the request, in his or her sole and absolute discretion. In cases of naming University Elements after individual or groups, the President will forward any approved recommendation to the UBOT for their decision. The recommendation will include statements on: (a) the relationship of the request to the mission of the institution and (b) the contribution, accomplishment and character of the individual for whom the University Element is proposed to be named.

Each naming opportunity should be presented with the appropriate funding budget to allow for fabrication and installation of exterior building letters, pedestrian building signs, changes to the vehicular directional signs, and updates to campus maps. New signs, plaques or markers shall conform to University policy and design standards relating to campus graphics and shall be coordinated through the University's Division of Facilities. Implementation of new building designations shall generally be accomplished annually during the summer sessions in preparation for the new fall semester.

These policies and procedures shall be applicable to both naming and re-naming opportunities and shall otherwise be in accordance with applicable Florida Law, including Section 267.062, Florida Statutes and [Florida Board of Governors Regulation 9.005](#).

INITIATING AUTHORITY: Senior Vice President, University Advancement

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   1.8  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Board of Trustees Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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Executed signature pages are available in the Office of the General Counsel