

**AUSTIN PEAY STATE UNIVERSITY**  
**POLICIES AND PROCEDURES MANUAL**

Policy Number: 99:029	Supersedes Policy Number: n/a
Date: May 3, 2006	Dated: n/a
Subject: Naming Rooms and Areas and Building Plaques	Mandatory Review Date: May 3, 2011
Initiating Authority: Executive Director of University Advancement	TBR Policy/Guideline Reference: <a href="#">4:02:05:01</a>
Approved:	President: signature on file

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy [4:02:05:01](#) for naming rooms and areas and building plaques. Please refer to that policy for details.

The following policy shall apply to all campus rooms and areas.

As the naming of buildings and facilities at TBR institutions is covered under a separate policy, it is important to address the naming of rooms and areas within campus buildings.

The naming of rooms and areas of buildings, facilities, grounds and organizational units of institutions for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of naming within these areas at Austin Peay is the responsibility of the President in collaboration with the Executive Director of University Advancement.

Recommendations for naming rooms and areas should be submitted to the Executive Director of University Advancement and based on the following qualifications:

Qualifications of Individuals or Groups

In general, individuals and groups for whom rooms and areas are named must have made a significant financial contribution. Special consideration shall be given to:

- A. The historical significance of the contribution of the individual or group to the University;
- B. The association of the individual or group with the unit being named;
- C. Any financial contribution of the individual or group to the University; financial contributions may, or may not, be specifically for scholarships at Austin Peay;

- D. State, regional, national or international recognition of the individual's or group's contributions and achievements;
- E. To preserve the integrity of all areas named at the University, this honor must be reserved for individuals of recognized accomplishment and character.

No publicity shall be given the recommendation for naming until it is considered and approved by Executive Director and the President.

### Dedication Ceremony and Plaque

Upon approval of the naming, an appropriate dedication ceremony may be planned and conducted. A dedication plaque or comparable marking may be erected at that ceremony. The plaque must be comparable to other plaques within the building or area. The University Advancement Office keeps on file several catalogs of appropriate markers and will upon request, assist with ordering. Room/area naming plaques should be a minimum of 8" x 10", can be mounted either horizontally or vertically, and be constructed of a quality material that will provide a lasting tribute to the person being honored. Framed photographs and inscriptions are not appropriate. However, etchings of a person and the appropriate copy into a metal plate are appropriate and encouraged. Etchings are appropriate for rooms named in honor of those who have given at least \$25,000, and the minimum financial commitment for rooms to be named is \$10,000. These plaques can be fabricated and mounted to a wooden plaque by a number of vendors.

Plaques are subject to the approval of the Executive Director of University Advancement in consultation with the Director of the Physical Plant. The Director of Physical Plant will ensure the plaque can be properly installed in the desired location.

A photo follows of a plaque that is acceptable and considered the campus standard.

