

**Austin Peay State
University**

Naming Rooms and Areas and Building Plaques

POLICIES

Issued: March 25, 2017

Responsible Official: Vice President for External Affairs

Responsible Office: University Advancement

Policy Statement

It is the policy of Austin Peay State University that 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 APSU Board of Trustees in collaboration with the President to ensure the consistency and qualification of signage.

Purpose

The purpose of this policy is to address the naming of rooms and areas within campus buildings.

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Procedures

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 or significant contribution to the field of education, government, science, or human betterment.

To preserve the integrity of all buildings named at the University, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.

In general, buildings should not be named for active employees of the University.

With respect to the naming of buildings on campus, special consideration shall be given to:

1. The historical significance of the contribution of the individual or group to the University;
2. The association of the individual or group with the building unit being named;
3. Any financial contribution of the individual or group to the University; financial contributions may, or may not, be specifically for scholarships at Austin Peay;
4. State, regional, national or international recognition of the individual's or group's contributions and achievements;
5. To preserve the integrity of all areas named at the University, this honor must be reserved for individuals of recognized accomplishment and character;
6. Buildings designated by their general purpose or function are not subject to this policy

A given surname may be assigned to only one building on campus.

In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, or space, and not in perpetuity.

If necessary, the Board reserves the right to remove a name associated with any physical building, space, object, or project at any time if the naming gift pledge remains unfulfilled, it is in the best interests of the institution or of the donor to do so, or to protect the reputation of the institution and or/ the donor.

Process

1. The university president or director shall charge a committee to consider and make recommendations for the naming of a building.
2. The committee shall be comprised of student, faculty, and administrative representatives; other representatives of the

- campus community may serve on the committee, as deemed appropriate by the president or director.
3. The committee shall consider all suggested naming, which satisfy the criteria cited above. Any individual or group associated with the institution may suggest a name for consideration by the committee.
 4. The committee shall submit a report to the president or director, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
 5. For naming which requires Board approval, the president or director shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the Board through the President.
 6. No publicity shall be given to the recommendation for naming until it is considered by the Board.
 7. For naming not subject to Board approval, the president or director shall determine and make known the naming in the manner deemed most appropriate.

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 on campus.

All building plaques must comply with State Building Commission Policy on building plaques.

All building plaques must be approved by the Executive Director of Advancement.

Revision Dates

APSU Policy 7:009 (previously 99:029) – Rev.: March 25, 2017
 APSU Policy 7:009 – Issued: May 3, 2006

Subject Areas:

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| Academic | Finance | General | Human Resources | Information Technology | Student Affairs |
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Approved

President: signature on file
