



FACILITIES NAMING GUIDELINES

INTRODUCTION

The Facilities Naming Guidelines have been developed to provide a fair and consistent process for naming of permanent facilities and other campus features on all University of Alaska Fairbanks campuses, and for interior and exterior building locations. The guidelines ensure that proper review and consultation occur prior to any naming decisions being made.

All naming requests shall be initiated by first contacting the UAF Development Office. Since naming requests for facilities are only one of many ways to recognize individuals and/or benefactors, the Development Office has the broad-based knowledge to present all opportunities relative to requests. These guidelines do not cover naming of programs, scholarships, endowed chairs, recognition of service, etc. These options are under the oversight of the Development Office.

DEFINITION OF FACILITIES

Any building or part therein, structure, street, drive, landscaped area (including natural features such as groves of trees), open space (including trails), physical improvement, or other property under the administrative control of the University. Temporary facilities, such as modular structures, will not be named, other than with placeholder identification.

TYPES OF FACILITIES

Primary facility: Any large or prominent facility that supports the institutional mission, including academic and research buildings and/or community service-focused buildings and prominent interior spaces such as auditoriums, lobby areas, and libraries.

Secondary facility: Any facility that does not fit the definition of primary facility. Such facilities would include classrooms, studios, laboratories, and other work spaces. Secondary facilities are used primarily to support institutional functions such as teaching, research and institutional service.

Primary exterior facility: Any significant campus feature, such as parks, open spaces, recreation areas, plazas, roads, and major walkways and trails. Primary exterior facilities do not need to be connected or in close proximity to, primary or secondary facilities.

Secondary exterior facility: These would include primarily landscape features (trees, small gardens), lesser trails, outdoor seating areas and furniture such as benches.

CATEGORIES OF NAMES

Placeholder name: a temporary name that is given to a facility that is used during the planning, development and construction of the facility.

Requirements: *The placeholder name must be descriptive of the facility function, like Life Sciences, or simply numeric, such as T12. Following completion, the placeholder name will be replaced with one of the following name categories, as appropriate.*

Institutional name: a semi-permanent name that is descriptive or decorative. The Master Planning Committee will review institutional name suggestions and pass on recommendations to the Chancellor. An example would be what was, for many years, the Natural Sciences Facility, but was then replaced by an honorary name, the Reichardt Building.

Requirements: *An institutional name may be permanent or can remain in effect until such time as it is replaced by an honorary, commemorative or benefactor name.*

Honorary name: a permanent name for a facility that honors an individual (or individuals) who is still living and has made extraordinary contributions to UAF, the state of Alaska, the nation or the world or who has served UAF in an academic capacity and has earned a national or international reputation for preeminent achievements in teaching, research or civic service while employed at UAF or associated with municipal, state or federal government.

Requirements: *Retired or former members of the University faculty, staff, or administration shall have been retired, or a former employee, for a minimum of two years for primary facilities or one year for secondary facilities before he/she may be considered for such distinction. Public officials are not eligible for consideration while in office or for a minimum of 2 years following their service.*

Commemorative name: a permanent name for a facility that honors an individual (or individuals) who is deceased and made extraordinary contributions to UAF, the state of Alaska, the nation or the world or who has served UAF in an academic capacity and has earned a national or international reputation for preeminent achievements in teaching, research or civic service while employed at UAF or associated with municipal, state or federal government.

Requirements: *Nominees in this category must be deceased for at least two years for primary facilities or one year for secondary facilities prior to being considered for such distinction.*

Benefactor Name: a permanent name for a facility that recognizes an individual donor or donors) who have made major gifts to the university. This includes an honoree(s) nominated by such a donor. (See addendum: Naming opportunities for Benefactors)

Requirements: *Benefactor naming recognizes donors who have made significant gifts to UAF that are in accordance with the policies and guidelines of the UAF Development Office.*

RENAMING, NAME ADDITION, REMOVING NAMES

Under special circumstances, facilities can be renamed, have additional name (s) added, or a name can be removed for the following reasons:

- Buildings that are destroyed by natural disasters but re-built in the same location and for the same purpose can retain the earlier name or be renamed according to the guidelines. UAF administration will be responsible for contacting the earlier donor(s) or honorees as to their preference;
- Buildings that are demolished due to age will not have the name carry over to a newly constructed building on the same site; however, historic plaques indicating the previous building and name may be installed near the site to acknowledge the naming;
- A building that is significantly altered through renovation and/or additional space can have its name altered to recognize any significant gifts by new donors. Appropriate recognition of earlier donors/honorees will be included in the new/altered facilities;
- UAF retains the right to remove any name for reasons of non-payment of a pledge or failure to fulfill the terms of a gift-acceptance agreement;
- UAF may remove the name of a donor/honoree if the individual is convicted of a felony or, in the estimation of the BOR, has exhibited behaviors that are not in keeping with what is considered exceptional distinction.

NAMING AUTHORITY

The following table identifies types of facilities, naming categories, and naming authority. In accordance with Board of Regents Policy 05.12.080, any gift of \$25,000 or less will be approved by the Chancellor and any gift of a greater amount must be approved by the UA President for final approval by the Board of Regents.

Facility Type Naming Category	Primary	Secondary	Exterior	Secondary Exterior
Placeholder	Master Planning Committee	N/A	Master Planning Committee	N/A
Institutional	Chancellor	Chancellor	Chancellor	Chancellor
Honorary	Board of Regents	Chancellor	Board of Regents	Chancellor
Commemorative	Board of Regents	Chancellor	Board of Regents	Chancellor
Benefactor	Board of Regents	Major Gift (>\$25K) BOR, Chancellor (<\$25k)	Board of Regents	Major Gift (>\$25K) BOR, Chancellor (<\$25k)

CHANCELLOR’S ADVISORY COMMITTEE FOR THE NAMING OF CAMPUS FACILITIES

The Chancellor’s Advisory Committee (CACNCF) was officially formed in March 2010. Membership includes representation from Faculty Senate, Development, University Planning, Facilities, Staff Council, and ASUAF. As per the Chancellor’s memo of 3/31/2010, “This standing advisory committee exists in accordance with Board of Regents Policy 05.12.080. The committee is responsible for making recommendations to me as to the naming of UAF facilities, improvements, and other campus areas; as well as naming opportunities for gifting and development purposes.”

NOMINATION PROCESS

A nomination form must be completed and submitted to the UAF Development Office, with copy to the Chancellor’s office, for review (see exhibit below). The Development Office will forward the request to the CACNCF, who will then review the proposal and forward it to the Chancellor with a recommendation either for approval or denial, based on the criteria as set forth in the guidelines. The Chancellor is responsible for taking any nominations to the Board of Regents.

Naming nomination form to provide the following information:

1. Facility location (include GPS coordinates if available)
2. Facility type: Primary__ Secondary __ Primary Exterior __ Secondary Exterior __
3. Current Facility name (if applicable):
4. Facility use:
5. Naming Category: Institutional__Honorary__ Commemorative__Benefactor__
6. Requested Name:
7. Justification for naming consideration:
8. Please include an honoree dossier (for honorary and commemorative naming)
9. UAF affiliate retirement date (if applicable): Date of death (commemorative naming):
10. Authorized signature of family or legal representative for commemorative naming:
11. Submitted by:
12. Affiliation:
13. Date:

Note: Any proposed names must be in conformance with UA Regents's Policy, Chapter 05.12.080 copied below for reference.

P05.12.080. Naming of Campus Facilities: Formal Naming of Campus Facilities and Infrastructure.

- A. Official naming of all “significant” buildings, building subcomponents such as wings, additions, auditoriums, and libraries, streets, parks, recreational areas, plazas and similar facilities or sites will be approved by the board. These facilities, improvements and areas will generally be named to honor or memorialize specific individuals, groups, events, places, or objects of historic, geographic, cultural, or local significance, including the following:
1. Former members of the board and the University of Alaska Foundation’s Board of Trustees;
 2. Distinguished former university presidents, chancellors, faculty, staff, and alumni of the university;
 3. Distinguished Alaskans and others who have made outstanding contributions to society, the nation, the state, or the university;
 4. Contributors of substantial financial or other support to the university, including donations provided for under P05.14.080; and
 5. Alaska rivers, mountains, flora, fauna, cities, or communities.
- B. Each chancellor shall establish standing or ad hoc advisory committees to make recommendations on the naming of facilities, improvements and other areas of the campus, and to help identify naming opportunities for gifting and development purposes. Recommendations for a naming to honor or memorialize an individual shall be confidential to the maximum extent permitted by law.
- C. Unless otherwise directed by motion of the board, the name of an existing facility, improvement or area, which was named in honor of or to memorialize a specific individual, group, event, place, or an object of historic, geographic, cultural, or local significance, will remain for the life of the facility or improvement. Unless specifically authorized by the board, the name of a facility to be demolished will not be transferred to a new facility.
- D. The president is authorized to determine which namings will be considered “significant” for purposes of approval by the board. In making that determination, the president shall consider the type, location, usage, condition, and value of the facility or area to be named; the individual, event or other to be memorialized; and the compatibility of the name with the facility or other improvement.
- E. The board reserves the right to rename any facility when, in its sole discretion, it determines that the renaming is in the best interest of the university.

(06-10-04)

Addendum

University of Alaska Fairbanks (UAF) Naming Opportunities for Benefactors Procedures and Guidelines

Request Procedure:

All benefactor naming requests for facilities shall be first submitted in writing to the UAF Development office for review. The Development Office will forward the request to the Chancellor's Advisory Committee for the Naming of Campus Facilities, who will review it and forward to the Chancellor with their recommendation. . The request shall contain justification compliant with the criteria and objectives outlined in the Board of Regents policy on naming of campus facilities (P05.12.080).

The Chancellor shall submit his/her recommendation, along with supporting information, to the Board of Regents (through the President of the University of Alaska) only after 51% of the gift/pledge has been secured by the University. No publicity shall be given for the naming opportunity until it has been approved by the Board of Regents.

Naming Criteria:

UAF will consider a naming opportunity to recognize a substantial financial contribution consistent with institutional priorities. Naming opportunities that are in honor of philanthropic pledges will be approved on the contingency that the pledge is fulfilled.

A substantial gift is defined as the following:

- 51% of the private funds necessary for the building project;
- 51% of the estimated costs of new construction and/or 30% of current replacement value of building.

Dedication Ceremony:

Upon approval of the naming opportunity by the Board of Regents, a dedication ceremony may be planned and conducted. All building plaques must conform to UAF campus guidelines in size, design, location, materials and content (to include font).

Funding Levels to Provide Named Opportunities:

Primary Facility

The University of Alaska Fairbanks complies with the Regents' recommended levels. Minimum requirements will be based on current costs at the time of the naming request, but not less than \$1 million.

Opportunities in this category include:

- Named Academic/Research Facility
- Named Community-Service Focused Facility
- Named Auditorium
- Named Lobby
- Named Library

Secondary Facility

The University of Alaska Fairbanks complies with the Regents' recommended levels. Minimum requirements will be based on current costs at the time of the naming request, but not less than \$25,000.

Opportunities in this category include:

- Classrooms
- Studios
- Laboratories
- Other work spaces

Primary Exterior Facility

The University of Alaska Fairbanks complies with the Regents' recommended levels. Minimum requirements will be based on current costs at the time of the naming request, but not less than \$50,000.

Opportunities in this category include:

- Parks
- Open Spaces

- Recreation Areas
- Plazas
- Roads
- Major Walkways
- Major Trails

Secondary Exterior Facility

The University of Alaska Fairbanks complies with the Regents' recommended levels. Minimum requirements will be based on current costs at the time of the naming request, but not less than \$5,000.

Opportunities in this category include:

- Trees or Other Landscape Features
- Small Gardens
- Lesser Trails
- Outdoor seating areas
- Furniture, e.g., benches

Note: All requests for the naming of primary and secondary exterior facilities will also be reviewed by the UAF Master Planning, Campus Landscaping and Outdoor Art Subcommittee to determine locations and logistics for the naming of existing and new installations.

***Note: For additional naming opportunities, benefactors may also consider the following: Fellowship, Chair, Curatorship, Named Scholarships ("in honor of" and "in memory of"), lecture series, named event or program. For more information on these naming opportunities, please contact the UAF Development office at 907-474-2619.*

This policy will be reviewed every two years.