

## Internal Governing Policies

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### #148 - Naming

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**Approved:** January 14, 2004

**Monitor:** President

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[Board of Trustees Regulations](#) provide the following guidelines for the naming at Eastern Illinois University:

#### **Campus Facilities**

1. The Board reserves the right to name all buildings (or parts thereof), structures, facilities, streets, grounds, and other real property belonging to the Board, hereinafter referred to as "Board property."
2. Board property may be named for notable former employees of the University, distinguished former members of the Board, donors of substantial funds, or public persons of the State and Nation or of any country.
3. Board property shall not be named for persons holding elective or appointive office in national, state, or local government; members or employees of the Board of Trustees or members or employees of the Board of Higher Education during the term of their office or employment.

Further, Board Regulations require that the President shall make recommendations to the Board of Trustees regarding the naming of Board property.

#### **University Regulations**

All recommendations regarding naming or renaming a campus facility are made to the President. Any member of the University community may recommend the naming or renaming of a campus facility.

The President should periodically (at least each ten years) review campus facility names.

#### **University Naming Committee**

The University Naming Committee will review all proposals for naming which are forwarding to the President. The committee will use the following guidelines when making a recommendation to name or rename a facility to the President:

1. Personal, place, or functional names may be recommended for facilities.
2. The recommended name shall be logical in terms of the function of the facility.
3. The recommended name shall have some significance to and meaning for constituencies served by the facility and/or significance to and meaning for the University as a whole.

4. The recommended name shall be consistent with the guidelines provided in the Board of Trustees Regulations cited above.
5. There shall be a relationship between the magnitude of the contribution of that person to the University and the facility--*i.e.*, major building names should be reserved for those individuals who have made major contributions to the advancement and welfare of the institution.
6. At least two years shall pass after the employee's termination of regular employment, retirement, or death before consideration is given to naming a facility for that individual.

The University Naming Committee will be composed of the following individuals, each to serve one year:

Chair (or designee) of Faculty Senate

Chair (or designee) of CAA

Chair (or designee) of Staff Senate

Chair (or designee) of Student Senate

Chair (or designee) of Council of Chairs

Two Presidential Appointees

#### **President's Recommendation to the Board of Trustees**

When the President accepts a recommendation to name or rename a campus facility, he/she shall present the recommendation, after review by the President's Council, to the Board of Trustees for approval in accordance with procedures specified by the Board. A facility is officially named or renamed only after Board approval.

#### **Other Naming Opportunities**

After consultation with the University Naming Committee, the President shall make recommendations to the Board of Trustees regarding guidelines and gift amounts for the purpose of donor recognition for other naming opportunities, including but not limited to, the naming of academic positions, endowments, equipment, and athletic programs.