

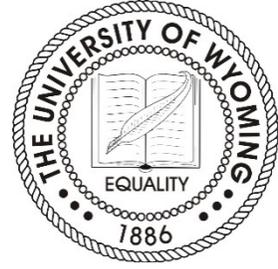
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Naming of University Facilities, Programmatic Units, and Funded Academic Honors

**Number:** UW Regulation 12-2

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### I. PURPOSE

The University of Wyoming is committed to upholding the mission and reputation of the University. This Regulation calls for establishing a policy and procedures related to the naming of University Facilities, Programmatic Units, and Funded Academic Honors.

### II. DEFINITIONS

For purposes of this regulation, the following definitions apply:

**Facilities:** Any building, part of a building, structure, equipment, exhibits, street, drive, landscaped area, open spaces, farm, physical improvement or other property under the control of the University.

**Programmatic Unit:** Any academic or non-academic unit such as a college, school, division, institute, center, department, or program.

**Funded Academic Honors:** Any excellence fund, endowed position, scholarship, fellowship, enrichment fund, or award.

### III. POLICY

The University has a long-standing tradition of naming its Facilities, Programmatic Units, and Funded Academic Honors in recognition of persons or entities who have made important contributions to enable or to advance the mission of the University. All such naming proposals shall be reviewed in accordance with this Regulation.

### IV. NAMING COMMITTEE

**A.** A Naming Committee shall oversee the implementation of this regulation. The Committee shall be responsible for reviewing all naming requests for Facilities and Programmatic Units in accordance with this Regulation. Funded Academic Honors will not be reviewed by the Naming Committee.

**B.** The Naming Committee shall be responsible for maintaining a policy on minimum funding requirements for naming facilities, programmatic units, and funded academic

honors, as well as all forms and processes necessary for implementing naming procedures.

- C.** The Naming Committee shall be composed of the following individuals or their designees: the Provost, the Vice President for Administration, the President/CEO of the UW Foundation, the Athletic Director, the ASUW President, and a Dean from an Academic College who will be appointed by the President and serve a three-year term. The Committee members shall elect a chair.
- D.** The committee will meet monthly or as needed to efficiently implement the regulation. All naming requests will be acted upon within 30 days.
- E.** The naming committee will invite the requestor to present his/her case to the committee and answer any questions that may arise.

## **V. GENERAL GUIDELINES FOR NAMING OPPORTUNITIES**

- A.** Donor intent shall be compatible with the University's mission and the University will commit to honor, follow, and adhere to the donor's intent throughout the duration of the gift.
- B.** Except as outlined in this Regulation, the gift associated with the naming of any Facility, Programmatic Unit, or Funded Academic Honor must meet certain minimum funding requirements. The President of the University and the Board of Trustees hold final approval of the policy on minimum funding requirements maintained by the Naming Committee.
- C.** The Board of Trustees shall consider and take action on the names of all Facilities; wings, halls, rooms, or other areas within Facilities where the naming opportunity is \$1,000,000 or more; and the naming of all Programmatic Units.
- D.** The President of the University shall consider and take action on the naming of wings, halls, rooms, or other areas within Facilities where the naming opportunity is less than \$1,000,000.
- E.** The Provost and the designated dean, director, or academic head shall consider and take action on the names of all Funded Academic Honors where the naming opportunity is \$500,000 or more. Funded Academic Honors less than \$500,000 will be overseen by the UW Foundation and the designated dean, director, or academic head.
- F.** Where federal or state requirements control, names may be designated in authorizations by state or federal agencies. However, the name must be forwarded for consideration pursuant to this Regulation.

- G. The University shall avoid any conflict of interest when naming Facilities, Programmatic Units, and/or Funded Academic Honors. No Facility shall be named after any person actively connected with the University at the time.
- H. A name will generally be effective for the life of the Facility, Programmatic Unit, and/or Funded Academic Honor, except those gifts where a term limit is within the conditions of the gift. If a Facility must be replaced or substantially renovated, or the Programmatic Unit re-designated, it may be named for a new donor, subject to the terms and conditions set forth in any applicable agreements. Any changes to the naming will require consultation with, and action by the Board of Trustees and the UW Foundation. The effective term shall be set forth in the Naming Request Form and any applicable agreements.
- I. If at any time following the approval of a naming, circumstances change where the continued use of the name may compromise the public trust, the Board of Trustees may authorize the University to discontinue use of the name.
- J. The Board of Trustees may make exceptions to this Regulation where, in its discretion, the exception would be in the best interests of the University.

**VI. NAMING OF FACILITIES, PROGRAMMATIC UNITS, AND FUNDED ACADEMIC HONORS WITHOUT AN ASSOCIATED GIFT**

When naming a Facility, Programmatic Unit, or Funded Academic Honor without an associated gift, the proposed honoree shall have achieved distinction in one or more of the following ways:

- A. Serving the University in an academic or administrative capacity with high distinction;  
or
- B. By contributing in other exceptional ways to the welfare and reputation of the University, to education, or to the community in general.

**VII. PROCEDURES FOR NAMING FACILITIES, PROGRAMMATIC UNITS, AND FUNDED ACADEMIC HONORS**

- A. The University of Wyoming Facility Naming Opportunities Form shall be completed by the UW Foundation or relevant University administrator to propose naming opportunities for all Facilities.
- B. All proposed Facility and Programmatic Unit naming opportunities and all proposed names, including those opportunities without an associated gift, must be submitted to the Naming Committee for consideration and action. Naming opportunities and naming recommendations may be submitted to the Naming Committee by the President,

President/CEO of the UW Foundation, Vice Presidents, Deans, and Directors. The naming must be submitted to the Naming Committee on the Naming Request Form.

- C. All proposed Funded Academic Honor naming opportunities of \$500,000 or more must be considered and acted upon by the Provost and designated Dean, Director, or Academic Head. All proposed Funded Academic Honor naming opportunities less than \$500,000 will be overseen by the UW Foundation and the designated Dean, Director, or Academic Head.
- D. For the naming of Facilities; for wings, halls, rooms, or other areas within Facilities where the naming opportunity is \$1,000,000 or more; and for the naming of Programmatic Units, the President shall forward his or her recommendation to the Board of Trustees's Facility Committee for consideration and action.
- E. Prior to recommending to the Board of Trustees the naming of a Facility or Programmatic Unit, the President shall have a reasonable assurance that:
  - 1. The proposed name will bring additional honor and distinction to the University; and
  - 2. Any philanthropic commitments connected with the naming can be realized.
- F. The Board of Trustees's Facility Committee will make a recommendation to the Board of Trustees for final consideration and action.
- G. Upon written approval by the President or the Board of Trustees (as outlined above), the UW Foundation shall complete donor communication and documentation. The applicable forms shall be completed and copies shall be kept on file with the UW Foundation, the Office of Academic Affairs, and the Division of Administration.
- H. The policy and associated forms shall reside within the online University Policy and Procedures manual, which is overseen by the Office of General Counsel.

## **VIII. RECOGNITION AND SIGNAGE FOR FACILITY NAMINGS**

- A. For exterior spaces, approved donor recognition and signage will appear in an appropriate size and design on the exterior of the facility and will be readily visible.
- B. For open or general interior spaces, donor recognition and signage will be located at the primary entrance or entrances to the facility in appropriate size and design to be compatible with existing or planned interior finishes.
- C. Donor recognition and signage for outdoor spaces shall be determined on an individual basis with particular concern regarding practicality and maintainability.

- D.** Donor recognition and signage shall be installed by UW Operations or installation shall be overseen by UW Operations through an approved vendor or designated agent.
- E.** Purchase, design, and installation of all donor recognition and signage must be coordinated with the UW Foundation.
- F.** To the extent feasible, donor recognition and signage shall be uniform with previous donor recognition and signage precedent established for University interior and exterior spaces.

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**Responsible Division/Unit:** Office of Academic Affairs and UW Foundation

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Policy on Naming Opportunities and Minimum Funding Requirements for Naming of University Facilities, Programmatic Units, and Funded Academic Honors.

**History:** Adopted 7/20/2017 Board of Trustees meeting.  
Renumbered 7/1/2018: formerly UW Regulation 1-104, now UW Regulation 12-2