



Standard Administrative Policy and Procedure

Subject: Naming Opportunities and Minimum Funding Requirements for Naming of University Facilities, Programmatic Units, and Funded Academic Honors

Number: UW SAP 12-2.1

I. PURPOSE

This policy is governed by and must be in compliance with UW Regulation 12-2: Naming of University Facilities, Programmatic Units, and Funded Academic Honors.

II. DEFINITIONS

Endowments: Gifts where the donor intends for the corpus of the gift to generate income that may be used to support the intended purpose of the gift according to the University of Wyoming Foundation's Payout Policy.

Expendable: Gifts where the donor intends for the gift to be used according to a specified manner and schedule in a fashion that may result in depletion of the account over time. Expendable gifts will be subject to the term conditions, if any, as outlined in the gift agreement.

III. POLICY

This Policy only identifies common types of gifts received by the University. Special projects may be recommended to the Naming Committee for consideration on a case-by-case basis.

State or private matching funds may be available in some instances to match certain gifts. If matching funds are available for a particular gift, those funds will be included together with the gift amount for purposes of qualifying for the minimum gift requirements set forth in this Policy.

A. Facilities

1. **Campus Landmarks and Landscaping.** The minimum gift must be the total direct cost.
2. **Current Facilities.** Depending on the Facility project, the gift must be a minimum of 30% of the estimated cost of the renovation or expansion. Previously constructed Facilities, which are unnamed, can be named by a donor or a donor's representative

through a gift of a minimum of 30% of the construction cost for the renovation of the Facility.

- 3. **New Facilities.** Depending on the Facility project, the gift must be a minimum of 30% of the estimated construction cost.

B. Programmatic Units

- 1. **Academic Colleges and Schools.** An endowment to name an academic college or school requires a substantial investment which is transformational. While it is desired that a majority portion of the earnings from the endowment shall provide support to the academic college or school at the discretion of the applicable dean or director, donor intent will be honored per the gift agreement and in accordance with University regulations, policies, and procedures.

Minimum gift levels are as follows:

College of Agriculture, Life Sciences and Natural Resources	\$30 million
College of Arts and Sciences	\$30 million
College of Business	\$30 million
College of Education	\$20 million
College of Engineering and Physical Sciences	\$30 million
College of Health Sciences	\$20 million
College of Law	\$20 million
School of Energy Resources	\$30 million
School of Pharmacy	\$15 million
School of Computing	\$15 million
American Heritage Center	\$15 million
Art Museum	\$15 million
UW Casper	\$15 million
Honors College	\$10 million
School of Graduate Education	\$10 million
Haub School of Environment and Natural Resources	Named
William Robertson Coe Library	Named
Fay W. Whitney School of Nursing	Named

- 2. **Institutes and Centers.** An endowment to name an institute or center requires a substantial investment which is transformational. While it is desired that a majority portion of the earnings from the endowment shall provide support to the Institute or Center at the discretion of the applicable dean or director, donor intent will be honored per the gift agreement and in accordance with University regulations, policies, and procedures.

The minimum gift to name an institute or center is \$5 million. Additionally, special consideration will be given to the size, scope, mission, and academic reputation of the institute or center when considering the naming opportunity.

3. **Departments and Programs.** An endowment to name a department or program requires a substantial investment which is transformational. While it is desired that a majority portion of the earnings from the endowment shall provide support to the department or program at the discretion of the applicable department head or director, donor intent will be honored per the gift agreement and in accordance with University regulations, policies, and procedures.

The minimum gift to name a department is \$4 million, while the minimum gift to name a program is \$3 million. Additionally, special consideration will be given to the size, scope, mission, and academic reputation of the department or program when considering the naming opportunity.

C. Funded Academic Honors

1. **Excellence Funds.** An excellence fund is an endowment or expendable gift intended to provide funds that a designated administrator may use to promote the excellence of a specified university program. There are three types of excellence funds:
 - a. **A University Excellence Fund** is an endowment or expendable gift that is established for the university as a whole and not designated for a college or program area. The president or provost of the university will allocate the income, in accordance with the gift agreement. The minimum funding level is \$100,000.
 - b. **A Dean's or Director's Excellence Fund** is an endowment or expendable gift that is established for a college or a unit. The dean or unit director identified in the gift agreement will allocate the income. The minimum funding level is \$50,000.
 - c. **A Department or Program Excellence Fund** is an endowment or expendable gift that is established for a department or a program. The head/chair of the department or program designated in the gift agreement will allocate the income. The minimum funding level is \$25,000.
2. **Faculty or Staff Positions.** Named faculty or staff positions are a way for a donor to support faculty or staff. The gift shall be tied to the position, not the specific individual. Holders of named faculty or staff positions must provide annual updates to the Provost, President/CEO of the UW Foundation, and Donor. Copies of all documentation related to named appointments shall be kept on file with the UW Foundation. The Office of Academic Affairs shall maintain a policy on procedures for appointing faculty or staff to the named positions.
 - a. **Named Distinguished Chair.** The minimum endowment is \$2,500,000. The endowment shall be used as specified in the gift agreement, and as deemed appropriate by the Provost and the applicable dean/director, to provide an

annual salary supplement and/or to support the academic pursuits and endeavors of the holder of the chair.

- b. **Named Chair.** The minimum endowment is \$1,500,000. The endowment shall be used as specified in the gift agreement, and as deemed appropriate by the Provost and the applicable dean, to provide an annual salary supplement and/or to support the academic pursuits and endeavors of the holder of the chair.
- c. **Named Professorship.** The minimum endowment is \$500,000. The endowment shall be used as specified in the gift agreement, and as deemed appropriate by the applicable dean to provide an annual salary supplement and/or to support teaching, research, or scholarship expenses to the holder of the professorship.
- d. **Named Faculty Fellowship.** The minimum endowment is \$100,000. The endowment shall be used as specified in the gift agreement, and as deemed appropriate by the applicable dean to support faculty development in teaching or research for faculty in the associate or assistant professor rank (and occasionally at the professor rank, at the dean's discretion).
- e. **Named Dean or School Director.** The minimum endowment is \$5,000,000. This type of endowment is intended to promote and facilitate leadership at the dean's and school director's level. The income provides a flexible resource of funds for a dean or school director to meet special needs and initiatives in a college, while honoring donor intent. It is not intended as a supplement for the dean's salary.
- f. **Named Director.** The minimum endowment is \$1,000,000. This type of endowment is intended to promote and facilitate leadership at the director's level. The income provides a flexible resource of funds for a director to meet special needs and initiatives in a college, while honoring donor intent. It is not intended as a supplement for the director's salary.
- g. **Named Department Head.** The minimum endowment is \$2,000,000. This type of endowment is intended to promote and facilitate leadership at the department head's level. The income provides a flexible resource of funds for a department head to meet special needs and initiatives in a college, while honoring donor intent. It is not intended as a supplement for the department head's salary.
- h. **Named Term Faculty/Staff Positions.** For any of the named endowment faculty or staff gift opportunities listed above (except for Named Faculty Fellowship), a donor may make an annual expendable gift equivalent to or greater than the endowment annual payout for such a position sought to create a term faculty or staff position. For purposes of calculating compliance with this annual expendable gift amount, a 4.0% payout on an endowment shall be used. (Example: \$1.5M endowment * 4.0% equals

\$60,000.00 annual gift). A minimum of a three (3) year gift commitment is required. Multiple year gift commitments shall be required for these opportunities to ensure stability in support for such named expendable faculty or staff positions.

3. Student Enrichment.

- a. Named Endowed Scholarship.** The gift must be a minimum of \$25,000. Endowed scholarships support student awards for tuition, fees, room and board, etc. Scholarships may be awarded to undergraduate, professional, and/or graduate students unless otherwise stipulated by the donor. Other scholarship preferences or criteria may be limited and are subject to approval by the University of Wyoming.
- b. Named Endowed Student Enrichment Awards.** The gift must be a minimum of \$25,000. Endowed student enrichment awards support students to assist in study abroad, a field study opportunity, a research opportunity, etc.
- c. Named Non-Endowed Scholarships.** The gift must be a minimum of \$1,000 annually and payable for at least five years. Scholarships may be awarded to undergraduate, professional, and/or graduate students unless otherwise stipulated by the donor. Other scholarship preferences or criteria may be limited and is subject to approval by the University of Wyoming.
- d. Named Non-Endowed Student Enrichment Awards.** The gift must be a minimum of \$1,000 annually and payable for at least five years. Student enrichment awards support students in study abroad, a field study opportunity, a research opportunity, etc.

4. Campus Beautification

- a. Memorial Tree and Bench Program.** The University of Wyoming Memorial Tree and Bench Program provides opportunity to have memorial trees or benches installed on campus in memory of or in honor of an individual. The University of Wyoming determines appropriate areas on campus in accordance with the University of Wyoming landscaping plan and consultation with the donor..
 - 1)** A 6-foot or taller deciduous or coniferous tree and personalized bronze plaque is offered for a minimum gift of \$2,000.
 - 2)** A park bench and personalized bronze plaque is offered for a minimum gift \$7,000.

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

Source: None

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

Associated Regulations, Policies, and Forms: UW Regulation 12-2 Naming of University Facilities, Programmatic Units, and Funded Academic Honors; Facility Naming Opportunities Form; Naming Request Form

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