

# Procedures and Guidance for Naming University Property

Updated/Revised: January 18, 2008

See policy on [Naming University Property](#)

Questions? Contact the [Executive Assistant to the President](#)

## Documentation

When the name of an individual is proposed, the proposal must be in the form of a nomination and must be accompanied by supporting documentation that provides evidence of the extraordinary contribution which was made by that individual. Normally such documentation is of the nature that would be provided in connection with the nomination of an individual for a prestigious national or international prize.

## Considerations

Nominators must consider the following questions in preparation of a nomination of a distinguished individual and in providing supporting documentation:

- What was the individual's extraordinary contribution(s) in terms of a scholarly, professional, or public service nature?
- How does the contribution(s) relate to the mission of Iowa State University?
- How will naming the building, street, or space after the individual reflect the history, purpose, and diversity of the university's programs?
- Will the contribution(s) of the individual still be recognized two to three decades in the future?
- On whom in society does the contribution(s) have the greatest impact?
- How is the individual being nominated related to the building, street, or space in question?

## Nominations

Generally, nominations may be submitted at any time and the [President's Advisory Committee on Naming University Property](#) will meet (a quorum being present) and act on the nominations in a timely fashion. However, nominations for current or former employees of the university will normally not be reviewed by the committee until at least five years have elapsed since the termination of their university employment (whether by death, retirement, or resignation) in order to ensure their sustained recognition and thus, the strength of the nominations.

Nominations to recognize donors will be treated by the committee as information items, and endorsed as consent items.

Nominations that are descriptive of functions will be treated by the committee as information items, and endorsed as consent items.

When only one or two academic units regularly occupy the building, building section, or space to be named, those units must be consulted about any proposed name.

Representatives of the university administration, the faculty, the staff, the student body, and the alumni must be consulted regarding proposed names. Such consultation must be done in confidence when the name of an individual is involved.

Where an individual's name is involved, considerations must be carried out quietly and not involve meetings with public debate or voting. All group discussions related to this task must be held privately. Public competition among various factions who may be interested in supporting alternative names must be avoided. Such competition can injure those whom we intend to honor.

## **Approvals**

Nominations/proposed names of buildings, streets, or spaces that meet with the approval of the President's Advisory Committee on Naming University Property are forwarded to the president along with committee recommendations and appropriate documentation.

After appropriate consultation with members of various constituencies, and given the concurrence of the president with the recommendation of the President's Advisory Committee on Naming University Property, the president will send the proposed building or street name to the Board of Regents for consideration.

Names of sections of buildings or outdoor spaces may be proposed by the academic or administrative unit that makes the greatest use of the space. Such proposals may go directly through appropriate administrative channels to the president and do not need to be reviewed by the President's Advisory Committee on Naming University Property. However, copies of the proposals must be forwarded to the committee for informational purposes. Names of sections of buildings and outdoor spaces are approved by the president and do not require Regental approval.