Naming of Facilities, Properties, and Streets

Policy Statement

The Board of Trustees of Adelphi University retains authority for naming all University facilities and properties; i.e., all buildings; major portions of buildings; university or college streets or roads; and all other highly visible facilities and properties.

Reason for Policy

The primary purpose of the property naming process is to allow the University to recognize the importance and/or efforts of an individual to the University or of someone who represents the ideals of the University.

Who is Governed by this Policy

Faculty and Staff

Policy

Procedure

The following procedure will be observed when submitting a proposal for naming a facility or property:

New and Renovated Facilities

Approval of the naming of new and renovated facilities for the University is vested with the Board of Trustees. At no time should promises or commitments regarding naming be made in advance of final project approval by the President and, when appropriate, by the Board of Trustees, (projects in excess of $1 million). Written agreements will be produced by the Office of the Vice President of University Advancement and signed by University Leadership and the donor(s) outlining the terms of all naming arrangements.
A. The request to name a specific facility or property shall have the approval of the Board of Trustees. The Vice President of University Advancement shall forward such request for naming opportunities to the President. Each naming request must:

1. Be submitted at least six weeks prior to the Board of Trustees’ meeting at which the item is to be presented.
2. Demonstrate compliance with the Boards' policy.
3. Succinctly state reasons for the proposed name.
4. Name the constituent group(s) or individual(s) proposing the request. Name constituent group(s) or individual(s) recommending that the President approve the request.
5. Include complete biographical data about the individual or organization.
6. Ensure that all participants involved in this process remember that strict confidentiality is required.
7. Identify the "special circumstance" when requesting a waiver of policy, if any.

B. Upon receipt of the naming request, Advancement management will convene a review panel. The panel shall consist of:

1. Board of Trustee Executive Committee, the President and the Vice President of University Advancement. If the request is approved the Office of the Vice President of University Advancement will prepare an agenda item for presentation at the next Board of Trustees meeting as follows:

   a. The brief will be prepared for inclusion in the agenda for the Board.

   B. An agenda item will be prepared for presentation at a meeting of the Board.

C. Confidentiality is to be maintained on all requests submitted.
Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

Name: Brady Crook

Phone Number: 516.877.3285

Secondary Contacts

This section should include the name, phone number and email address of one or more individuals who can answer questions about the policy.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Carbone</td>
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Document History

This section must contain the following dates or placeholders for future dates:

- Last Reviewed Date: 12.31.17
- Last Revised Date: 12.31.17
- Policy Origination Date: Unknown

Who Approved This Policy

Brady Crook, Vice President, University Advancement

Tags

Advancement, Faculty, Staff