

PROCEDURE TITLE:	NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS
PROCEDURE NO:	4.91:1
RELATED POLICY:	4.91
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	DIRECTOR OF FACILITIES/VPF & A
EFFECTIVE DATE:	01-17-2014
NEXT REVIEW DATE:	01/2019
APPROVED BY:	PRESIDENT

## 1.0 NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS

- 1.1 The naming of University buildings and campus areas will be based upon an established process and will not typically be based upon academic or administrative functions that may be housed at the location.
- 1.2 When appropriate, information describing the function within a building or area may be identified via appropriate signage.

## 2.0 FRAMEWORK FOR NAMING

- 2.1 Except for the gifting policies created by the SSU Development Foundation and approved by the Board of Trustees, the naming of University owned and/or operated buildings and campus areas shall rely upon a predetermined list recommended by the President and approved by the Board of Trustees.
- 2.2 The predetermined list will be based upon a theme that provides for uniformity and to ensure the appropriateness of names for Shawnee State University buildings and campus areas.
- 2.3 Names for campus areas or features may reflect the specific functions of that area or feature (e.g., courtyard).
- 2.4 The officially designated identification will be used in all University communications, maps, and course schedules.

## 3.0 MANAGEMENT OF THE IDENTIFICATION PROCESS

- 3.1 The Director of Facilities shall:

- 3.1.1 Select an appropriate identification for a specific building, campus area or feature utilizing the Board of Trustees' approved theme for approval of the President.
  - 3.1.2 Collaborate with the Office of Communications for the effective communication of newly designated building or area identification.
  - 3.1.3 Ensure adequate signage is placed.
  - 3.1.4 Ensure a comprehensive and current list of all buildings, campus areas, and features will be maintained for insurance and reporting purposes.
- 3.2 Individuals requesting consideration that a University location be formally named in accordance with this procedure may submit a written request to the Director of Facilities who will evaluate the request and determine if naming is warranted and within the pre-approved theme. If appropriate to do so, the recommendation will be forwarded to the President for approval.
- 4.0 CHANGE OF STATUS
- 4.1 When a named University facility is sold, demolished, substantially renovated, or rebuilt, the University may continue to use the name, transfer the name to another comparable location, or discontinue the use of the name upon approval of the President.

Initial effective date: 01/17/14