



San José State
UNIVERSITY

A campus of The California State University

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S00-3

At its meeting of April 17, 2000, the Academic Senate passed the following Policy Recommendation presented by Bethany Shifflett for the Executive Committee.

**POLICY RECOMMENDATION
NAMING OF CAMPUS FACILITIES AND PROPERTIES AT
SAN JOSÉ STATE UNIVERSITY**

Whereas: The existing policy regulating the naming of campus facilities has become obsolete since the issuance of a Trustees Action in July 1999 which changes criteria for the naming of campus facilities and properties as well as features in and around buildings, and delegates to the Chancellor the authority to approve temporary namings; and

Whereas: Naming proposals to honor individuals and organizations who have had a significant impact on the University should be guided by campus policy; and

Whereas: San José State should have a campus policy to provide for an orderly, fair, expeditious, and collegial review of proposals to name campus facilities and properties, within the framework established by the July 1999 Trustee Action; now therefore, be it

Resolved: That the attached document, "Policies and Procedures for Naming of Facilities and Properties at San José State University" be University Policy, effective immediately upon Presidential signature.

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President Robert Caret on April 25, 2000.

Policy and Procedures for Naming of Facilities and Properties at San Jose State University

1.0 Purpose

1.1 The purpose of this policy is to provide for an orderly, fair, expeditious, and collegial review of proposals to name campus facilities and properties, within the framework established by the July 1999 Trustee Action. A separate policy (S00-4) exists regarding the naming of schools, colleges, and other academic entities.

1.2 The naming of campus facilities and properties presents opportunities for the advancement of the interests of San Jose State University. It is important, however, that a campus process assure that names are bestowed only when they serve the University's long-term interests, and only when they reflect the values of higher education and San Jose State University in particular. Since naming opportunities are generally finite in number and permanent in duration they must be considered with special care and deliberation.

2.0 Authority

2.1 Facilities and properties. The Board of Trustees of the CSU has retained the authority to name facilities and properties. Facilities and properties are defined as all buildings; major portions of buildings; university or college streets or roads; stadium and baseball fields and other areas of major assembly or activity; plazas, malls and other large areas of campus circulation; and all other highly visible facilities and properties.

While the Board possesses final authority to name facilities and properties, no proposal to name such a facility will be sent forward from this campus without obtaining preliminary campus approval as indicated in this policy.

2.2 Features in and around buildings. The Board has delegated to the Chancellor, who has delegated to the University President, the authority to name individual rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties.

While the President possesses final authority to name facilities in and around buildings, no facility shall be so named without obtaining preliminary campus approval as indicated in this policy.

2.3 Temporary namings. The Board has delegated to the Chancellor authority to approve

3.1.3 Facilities and properties may be named for individuals or organizations responsible for a "substantial gift" benefiting The California State University. The term "substantial gift" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.

3.1.4 A donor gift can provide the funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, bond issues, etc.)

3.2 In a rare instance, when no donor gift is involved

3.2.1 It should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has served the CSU in an academic capacity and earned a national or international reputation as a scholar, or who has served the CSU in an administrative capacity and who, during administrative service, made extraordinary contributions to a CSU campus or the system which warrant special recognition.

3.2.2 When a proposal for naming in honor of an individual involves service to the university in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least two years.

3.2.3 No more than one facility or property in the system shall be named after any one individual.

3.2.4 No facility or property will be named after seated elected or appointed officials.

3.3 In special circumstances, the Board of Trustees may waive any or all of the above criteria.

3.4 Campus criteria. All proposals for naming any facility or property (temporary or permanent) must, in addition to the Trustees' criteria, meet the following campus criteria:

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3.4.5.1 As a general rule, when a gift from an individual or family is involved, a facility receives a designation that lasts the lifetime of the facility. Demolition of a facility, however, ends its official name, although the old name would then be available for naming a different facility.

3.4.5.2 In those rare circumstances when a name is to be removed from an existing facility, approval must be sought through exactly the same procedures as are required for naming a facility.

3.4.5.3 As a general rule, when a gift from a corporation is involved, the naming will be temporary and last a period of time to be negotiated between the university and the donor. The naming may be extended by the President after consultation with the Executive Committee.

a pre-authorized proposal be submitted as a package with a brief justification of each name.

Policies and Procedures for Naming of Colleges, Schools, and Other Academic Entities
At San Jose State University

1.0 Purpose

