

Frostburg State University
Policy and Procedures Related to the
Naming of Facilities and Educational Programs

The following is the University System of Maryland Policy on the Naming of Buildings and Academic Programs (VI-4.00) approved by the Board of Regents on January 11, 1990; amended January 24, 1991; amended April 4, 1997. As a constituent institution of the University System of Maryland, Frostburg State University is guided by this policy.

The Board of Regents of the University of Maryland System recognizes its responsibility to determine the appropriate naming of new and existing buildings owned by the University System or any of its constituent institutions. The Board also reserves the right to approve the naming of academic programs. Academic programs include colleges, schools, departments, centers, and institutes. The naming of scholarships, fellowships and chairs does not require Regents' approval.

In those cases where buildings and academic programs are named for people, they should be named for scholars and other distinguished individuals who are both preeminent in their field of endeavor and/or have contributed meaningfully to the University of Maryland System or to any of its constituent institutions.

The Board prefers to commemorate donors' generosity through other means, such as the naming or dedication of scholarships, programs, or professorships. However, the Board will also consider the naming of a building when a donor's gift represents a major contribution to the institution.

Any University System institution wishing to adopt a person's name for a building, any campus grounds, major portions of facilities, or academic programs must submit a request to the Chancellor. The Chancellor will determine which naming opportunities require Regents' approval.

In making requests, the institutions of the University of Maryland System must comply with the following guidelines. (Foundation-owned buildings are excluded from the Board of Regents' policy.)

Guidelines:

1. No building, other campus facility, or academic program will be named for individuals currently employed by the University of Maryland System or the State of Maryland.
2. When the person to be honored is living and a non-donor, three years must have passed since any formal association with the University of Maryland System or employment with the State. Such affiliation includes time spent as an undergraduate, graduate, or post-graduate student; as a paid member of the faculty or staff, whether full- or part-time; as a paid State employee; and as a member of the Board of Regents.
3. When the person to be honored is deceased, two years must have passed since the date of death before their name can be applied to a University of Maryland System building or academic program.
4. A naming opportunity associated with a gift to the University of Maryland System, a constituent institution, or an affiliated foundation, will normally receive favorable consideration only when the present value of the gift is an amount equal to or greater than 10 percent of the cost to construct or substantially renovate the building proposed for naming. The gift may be in cash or a legally binding pledge and should be paid within five years of the naming of the building or program. A portion of the gift may be in the form of an irrevocable trust or a contractual bequest. The Board of Regents reserves the right to remove names from buildings and programs when the gift remains unpaid beyond the five-year limit. Should this occur, the Regents may name an area of the building or seek another appropriate naming opportunity that would be proportionate to the value of the gift received. The naming of a building or program follows the building or program for its useful life unless otherwise determined by the Board of Regents.
5. In making requests for naming of buildings or academic programs, the following information is to be submitted in the standard Board of Regents format:
 - (a) Institution name;
 - (b) A detailed request, citing the facility or program in question, the proposed name, the existing name if any, etc.; and
 - (c) Justification, including such relevant information as the nature and duration of the individual's affiliation with the University System or constituent institution. If the naming is a stipulation of the gift, the request must explain the proposed arrangement. If the gift represents partial or total funding of the construction, remodeling, or renovation, the following information must be included:
 - * A timetable for project implementation;

- * Relationship of the project to the institution's long-range plans;
 - * Source and status of capital budget funds needed in addition to the gift;
 - * Operating budget implications, and sources of funds; and
- (d) A copy of the gift contract and/or pledge agreement must be filed with the request for approval.
6. The institutions will determine the appropriate level of gift support required to name scholarships, fellowships, and professorships. The institutions will provide an annual report to the Regents on all such gifts and the form of recognition. Gifts for naming these purposes may be in cash and/or a legally binding pledge instrument.

Frostburg State University shall carry out the University System of Maryland Policy on the Naming of Buildings and Academic Programs, per the following:

Facilities Naming Committee

A Facilities Naming Committee, appointed by the President of the University, advises the President prior to making recommendations to the Chancellor of the University System of Maryland regarding the naming of facilities/educational programs. The Committee is chaired by the Vice President for University Advancement and is comprised of one representative from each vice presidential area, a representative of the Faculty Senate, and a representative of the Student Government Association.

Members serve one-year terms and may be re-appointed.

Procedures:

- Written proposals for naming facilities may be submitted to the President of the University. Said proposals may originate from a department within the University community. The President will refer the proposal to the University Facilities Naming Committee for review. The Committee may, to the extent it deems necessary and appropriate, solicit views of members of the campus community and/or seek advice regarding historical background information, architectural implications, costs estimates and potential issues associated with implementation relating to the proposal.
- The Facilities Naming Committee determines that the proposal is responsible, appropriate, and consistent with the USM Board of Regents Policy on the Naming of Buildings and Academic Programs. After considering all relevant information, the Committee will make its recommendation for approval or rejection of the proposal to the President.

- The President will submit a recommendation to the Chancellor of the University System of Maryland, as appropriate, for final approval.
- Confidentiality is to be maintained throughout the process until a decision is announced.
- Proposals may be resubmitted no sooner than two years following a denial of an initial proposal.

Each proposal shall be accompanied by:

1. a description of the facility/educational program and the name proposed to be honored
2. a biographical summary of the person proposed
3. a statement of rationale articulating the distinctiveness of the individual's contributions to the University

Implementation:

Upon approval, the Office of the President will give necessary notification of facility/educational program name. Any new signs, plaques or markers shall be provided to conform to University policy and design standards related to campus signage and graphics.

Upon final approval, the implementation, notification, ceremonies and signage will be carried out under the direction of the President.

Records:

The Office of the Director of the Library will maintain an official list of all University facilities/educational programs and their approved names. Complete files and records of all background information, data, and proceedings leading to the assignment or change of the name of any facility/educational program will be maintained by the Director of the Library.

Ref. BOR VI-4.00

Catherine R. Gira
President

Date