OBJECTIVE:

To set out guidelines and procedures for the naming of campus facilities.

AUTHORITY:

General Rules Concerning University Organization, Article V. Section 4: University Guidelines for Naming Buildings, Streets, and Drives, January 1987 (APPENDIX 1)

APPLICABILITY:

All campus facilities, including buildings, rooms, lounges, residence halls, walks, streets, drives, plazas, malls, and gardens.

GUIDELINES:

All proposals for the naming of campus facilities must be consistent with applicable provisions of the General Rules Concerning University Organization, Article V. Section 4 and University Guidelines for Naming Buildings, Streets and Drives (Appendix 1), with these Guidelines, and must be approved by the Office of the Chancellor and, if applicable, The Board of Trustees.

In addition, proposals for the naming of facilities to honor former faculty, staff, or other individuals must demonstrate that (a) the nominee has brought unusual recognition to the institution, (b) the contributions of the nominee are widely recognized by his or her peers as superior, or (c) the nominee has had a distinctive impact on the long-range intellectual, cultural or financial advancement of the campus.

The proposed name must also be consistent with the existing pattern of building names and the function of the facility.

Plaques or tablets may be installed in buildings in recognition of distinguished members of the university staff whose services were identified with the functions of said buildings with the approval of the chancellor or the chancellor's designee.
PROCEDURES:

RESPONSIBILITY ACTION

Requesting Unit

1. Prepare memorandum to justify the proposed naming and demonstrate consistency with the General Rules, University Guidelines, and UIC criteria.

2. Forward memorandum to the Dean/Director for administrative review.

Dean/Director

3. Review recommendation. If approved, forward to the Vice Chancellor with letter of support. If disapproved, return to the Requesting Unit.

Vice Chancellor

4. Review recommendation. If approved, forward to the Vice Chancellor for Administrative Services (VCAS). If disapproved, return to the Dean/Director.

VCAS

5. As appropriate, consult with the Associate Vice President for Business and Finance, Faculty Senate Executive Committee, Campus Legal Counsel, University Office of Public Affairs, the Facilities Information Management Office, and, if possible, building occupants regarding the proposed naming and prepare recommendation for discussion with the Chancellor and Vice Chancellors.

Chancellor

6. Approve or disapprove naming proposal.

VCAS

7. For the naming of buildings, streets, and drives only: If the naming proposal is Approved by the Chancellor, prepare materials for BOT approval (if required) and arrange for appropriate signage. If not approved, return naming proposal to the requesting Vice Chancellor.

Exception

Campus signage and directory information may deviate from official names for the sake of clarity or brevity, or to conform with common usage.
MINORITY IMPACT STATEMENT:

This PGP will have no disproportionate impact on UIC’s minority faculty, students or staff.

REFERENCES:

Chancellor’s Executive Notice 95-1, Naming of Campus Facilities
General Rules Concerning University Organization, Article V. Section 4
University Guidelines for Naming Building, Streets, and Drives, January 1987 (APPENDIX 1)
GUIDELINES FOR NAMING BUILDINGS, STREETS, AND DRIVES
(Article V, Sec. 4(d), General Rules)

The General Rules make clear that the designation of names of buildings, streets, and other facilities is within the exclusive authority of the Board of Trustees. Moreover, the text of the Rules implies restraint and caution; clearly, first consideration is given to naming of buildings for donors or in a way to indicate their function.

One part of the present Rules which may be insufficiently flexible is the prohibition against the naming of buildings and other facilities for former living members of the faculty and staff (except for residence halls).

With the approval of the attached amendment to the Rules, nominations to name buildings and other facilities for former, living members of the faculty/staff can be considered within the following guidelines:

(1) Great care should be taken in such selections.
(2) In no case shall individuals be considered who have been in a retired status for less than ten years.
(3) The nominee must have made contributions to the University of Illinois:
   a. Which have brought unusual recognition to the institution or
   b. Which are widely recognized by his or her peers as superior or
   c. Which have contributed significantly and distinctively to the
      long-range welfare of the University, including its intellectual,
      cultural, or financial well-being.

The review of nominations in this category should be carried out as follows:

Depending upon the administrative level at which the nomination occurs, the nomination should have the review of the Dean or Director, appropriate Vice Chancellor, and the approval of the Chancellor before being forwarded to the President.

Review at the campus level should include such questions as: whether the proposed name may cause confusion; whether the name is consistent with the building’s or facility’s function, and, whether the person meets stated criteria (see above). Advice from the occupants of the building or facility should be sought whenever possible before the recommendation is forwarded to the President.

In no case (as the Rules now provide), except in the instance of residence halls, are buildings to be named for individuals who are currently members of the faculty and staff.