


**UNIVERSITY OF SOUTH FLORIDA SYSTEM
Policies and Procedures Manual**

	Subject of Policy Statement	Effective Date	Policy Number
	Naming of Institutional Facilities	Rev. 09/20/05	0-220

I. INTRODUCTION (Purpose and Intent)

The University of South Florida System (University) may recognize the significance of certain events, individuals, or groups, by recommending to the Board of Trustees ("BOT") that institutional buildings or other facilities or parts thereof be named in honor of the event, individual, or group. The University President has authority and responsibility for approving the name of buildings and facilities or parts thereof on behalf of the University, and recommending approval by the BOT in accordance with applicable laws and rules. The University President has authority and responsibility for the administration of this policy.

II. STATEMENT OF POLICY

- A. Facilities and/or parts thereof may be named for an individual, living or deceased, who is not a University employee but has distinguished himself or herself through significant contributions to the University. These contributions may be in the form of material gifts, special service, extraordinary achievement in a scholarly discipline, or magnanimous dedication to the betterment of the University or society. In accordance with Section 267.062, Florida Statutes, a University facility may not be named for any living person except as specifically provided by law.
- B. As a general rule, University facilities shall not be named for current or former University employees, living or deceased. An exception to this policy may be considered by the University President when an individual has made significant contributions to the University. The contribution to the University must be broader than any sub-part such as a single program, division, department, college, or campus.
In special and limited cases, the University President may decide that the contributions of a deceased or retired University employee were of such extraordinary dimensions that appropriate recognition would include naming a part of a building, such as an office, classroom, lobby area, laboratory, or auditorium for that individual.
 - 1. No facility, building, or part thereof shall be named for an individual who is currently employed by the University.
 - 2. No request to name a facility, building, or part thereof for a retired employee or deceased individual will be considered by the University until two years following the date of retirement or date of death.
- C. Buildings or facilities may be named for a donor or donors to the University where the donor makes a gift which approximates or exceeds 50% of the total construction cost of the building or facility.
- D. Buildings or facilities or parts thereof may be named for donors that establish endowments to provide for academic programs or maintenance of existing academic facilities.
- E. Where a donor's gift includes a deferred gift, the Vice President of Advancement shall have discretion to determine whether the deferred gift should be considered in making a

determination to name a building or facility or part thereof under section C or D of this policy.

III. PROCEDURE

- A. Nominations for the naming of facilities or parts thereof shall be made in writing to the Vice President for University Advancement who shall provide a recommendation to the University President. Each nomination shall be acknowledged and acted upon by the President or her designee, the Vice President for University Advancement.
- B. The Vice President for University Advancement shall also refer nominations for the naming of a building or facility for a person or entity other than a donor to the Provost and to the University Standing Committee on Honors and Awards for a recommendation. Such recommendations shall be given to the Vice President within 60 days of referral to the committee.
- C. The President has final authority to approve the naming of buildings on behalf of the University and to recommend approval by the BOT.

IV. RECOGNITION

If the naming of a building or facility or part thereof is approved by the University President, BOT, and the Florida Legislature as appropriate, the Vice President for University Advancement or designee shall be responsible for planning and coordinating appropriate recognition activities and events.

V. EXCEPTIONS

The President shall have the sole authority to make exceptions to these policies and procedures in order to serve the University's interests.

Michael Rierson
Vice President, University Advancement

Judy Genshaft
President