

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

<p>Naming University Facilities</p>	<p>1-016 ADMINISTRATIVE January 2020</p>
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POLICY

- 1.01 The Oklahoma State University System names certain buildings, or parts thereof, and streets in honor of friends, benefactors and persons who have made significant contributions to OSU Institute of Technology (OSUIT), or to education in Oklahoma or the nation. The following guidelines will apply:
- 1.02 University buildings, or parts thereof, and streets shall not be named for persons active as university faculty members or administrators, active members of the Board of Regents for Oklahoma Agricultural and Mechanical Colleges (Board of Regents), or persons active in positions relating to university operations, such as legislators and members of the Oklahoma State Regents for Higher Education.
- 1.03 Buildings. Residence halls shall be named for individuals. Buildings with a primarily academic function shall be given functional names. In those instances, where it is deemed appropriate and advantageous for the university, the name of an individual may be a part of an academic building's name.
- A. The credentials, character and reputation of each individual for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. The Board of Regents expects discretion of the highest caliber to be exercised in such deliberations. Appropriate supporting documentation must support all nominations submitted to the Board of Regents for consideration and action.
- B. Buildings may be named for persons who have rendered significant service to education in Oklahoma or the nation; or who have distinguished themselves in the work of a college campus, discipline or department at OSUIT or elsewhere; or who are indigenous to the area and hold a unique place in history; or who have made a substantial gift to the university through its official fundraising arm, the OSU Foundation.
- C. A "substantial gift" is defined as at least 50 percent of the cost of the facility. For buildings costing less than five million dollars, the balance between the cost of the building and the five million dollars will be placed in an endowment with the OSU Foundation. The earnings from the endowment will be used by the university. For buildings costing more than ten million dollars, the amount of the gift will be negotiated between the donor(s) and the university, but will require a minimum of five million dollars. A financial gift does not automatically result in the naming of a building for an individual (see 1.03A above).

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- D. To minimize exterior lettering, listings in directories, mailing addresses, class schedules, etc., the naming of a building in honor of an individual should use the surname only. A suitable plaque should be located in the lobby or other appropriate inside location, giving the full name and brief biography of the person honored. Plaques should be consistent in size and design.
 - E. To the extent feasible, a uniform system of external marking of buildings will be adopted. Metallic, non-corrosive letters shall be used.
 - F. To ensure uniformity, to the extent feasible, in the designation of buildings by their primary function:
 - 1. A building which serves as student living quarters shall be designated "hall" and bear the name in combination with a person's name.
 - 2. A building primarily occupied by laboratories shall be designated "laboratory" and bear the name of the function. If named for a person, the surname should precede the functional name.
 - 3. A building primarily occupied by offices and classrooms shall be designated "building" and bear the name of the function. If named for a person, the surname should precede the functional name.
 - 4. Special use buildings such as a hospital, auditorium, physical education center, etc., may bear the name separately or in combination with a person's name.
- 1.04 Portions of Buildings. Sub-units of a new or existing building may be named separately to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major art feature, etc. In these instances, an appropriate plaque may be installed to acknowledge such contributions. The size and design of such plaques should be consistent. The President will use procedures that implement this policy in such a manner to ensure involvement at division level and still ensure university-wide aesthetics, qualitative standards and optimum donor support.
- 1.05 Streets within university property may be named in honor of historical events, places or persons with significance to OSUIT. A recommendation to change the name of a street will be considered by the Board of Regents only in those instances where the advantages to the university can be clearly documented.
- 1.06 Malls, Plazas and Architectural Landscapes will not be named for individuals.
- 1.07 Furnishings. Donors wishing to furnish a lounge, office, conference room, etc., will be honored by a plaque on the door, or at an appropriate inside location, indicating they provided furnishings for the room. Plaque size and design of such should be consistent.

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- 1.08 Commemorative Plaques may be utilized to honor individuals who have made a positive and significant impact on the OSUIT campus. While the narrative must be approved by both the donor and the institution, the location is the decision of OSUIT. The opportunity for a plaque will be available following a monetary donation which qualifies as an endowed gift under the policies of the OSU Foundation. As a general rule, the donor pays the additional cost of the plaque.
- 1.09 In all instances where the word "person," "individual," or "donor" is used in this policy, the same shall be deemed to include corporations or other appropriate legal entities.
- 1.10 Oklahoma State University reserves the right to approve exceptions to the above policies.

PROCEDURES

- 2.01 An ad hoc committee shall be established to advise and make recommendations to the President when naming university facilities. Committee recommendations to the President will reflect the guidelines stated in the preceding policy.
- 2.02 The committee will recommend to the President procedures, in conformity with Board policy, for naming portions of buildings.
- 2.03 Recommendations for naming a facility assigned to a specific academic or administrative unit will normally emanate from that particular unit. The committee will work closely with the unit leader to ensure that recommendations reflect university policy.
- 2.04 In the case of facilities not assigned to a specific unit, the committee may generate the initial recommendations, using available input.
- 2.05 The committee will submit recommendations, after approval by that committee, to the President of the university. The President, after reviewing the advice and recommendations of the committee, will make the ultimate recommendations on naming buildings and streets to the Board of Regents for consideration and action.
- 2.06 The ad hoc committee on naming OSUIT facilities will be comprised of the following members:
 - A. Faculty Representative (recommended by the Faculty Staff Council and appointed by the President),
 - B. Staff Representative (recommended by the Faculty Staff Council and appointed by the President),
 - C. Student Representative (recommended by the Faculty Staff Council and appointed by the President),
 - D. Representative from the building or discipline (appointed by the President),
 - E. Executive Director Marketing and Communications,

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- F. Director of Physical Plant Services,
- G. Vice President Fiscal Services, and
- H. Representative of the OSU Foundation

- 2.07 The OSU Foundation representative will chair the committee.
- 2.08 All communication with the committee should be made through the President, who serves as an ex officio member of the committee.

Approved: August 1996
Revised: October 2006
Revised: July 2009
Revised: November 2013
Revised: January 2020