


Policy: University Property Naming Policy	
Issuing Department: Office of the President	
Date last revised: May 2006	

PURPOSE

The primary intent of the property naming process is to allow the university to recognize the importance and/or efforts of an individual to the university or of someone who represents the ideals of the university.

POLICY

On occasion, Western Oregon University seeks to recognize the efforts and contributions of individuals by the naming of buildings, portions of buildings, rooms, fixed furniture, and fields. This policy establishes a uniform and consistent procedure to gain approval.

PROCEDURES

Functional Naming of Buildings:

The permanent use of functional names for major buildings should be avoided. Over time, functions within a building will change and the name could result in confusion. Smaller buildings housing functions of general need to the campus or community may be referred to with functional names such as Parking Office, Security Office. Names of buildings and facilities with functional names may be amended to reflect future dedications.

Review and Approval:

1. A formal letter of request should be submitted to the Office of the President. The letter should discuss the importance of the naming to the university; the nature of the gifting and/or meritorious activity; and other conditions, concerns, or impacts of the naming.
2. A resume or discussion of the individual(s) being honored should be included.

Plaques Commemorating Namings:

The proposed text of all plaques will be forwarded to the Office of the President for review and approval.

AUTHORITY

Selection of Names:

Oregon Administrative Rules Chapter 580-050-0025 "Naming Buildings After Persons," does not allow the naming of any building or structure after a living person. It allows "exceptions to be considered or made if a donor contributes a substantial share of the cost of construction or for other unusually meritorious causes." Those honored with such a naming might be:

- Staff or faculty members, or persons not connected to the university who have contributed significantly to the social, academic, scholarly, research, or political life of the university;
- Persons not connected with the university who have contributed, in one way or another, to the growth and development of the institution;
- An illustrious alumni member; or
- An outstanding states-person, educator, or scholar who may or may not be connected to the university or the State of Oregon.

Exceptions to this University Property Naming Policy are allowed only when specifically approved by the President. Namings for living person(s) must be approved by the State Board of Higher Education after receiving approval of the WOU President.

RESPONSIBILITY

Individuals may not commit the University to namings before formal acceptance by the President. Final approval of property naming rests with the President.

Date of next review: May 2011

Alternate formats of this policy are available from the Office of Human Resources.