

Volume G1: Governance	G1.6 Naming of University Facilities and Programs	Responsible Office: Institutional Advancement
	Effective Date: 12/12/2011	Responsible Officer: Vice President

POLICY STATEMENT

Northeastern Illinois University has the authority to name any facility or program, if sufficient funding is provided, the individual/foundation/corporation supports the University's values and mission, and no conflict of interest exists.

PURPOSE OF THE POLICY

This policy establishes the parameters for proposing, reviewing, and approving the naming of University facilities and programs.

WHO IS AFFECTED BY THIS POLICY

The University Community and potential nominees, for whom facilities and/or programs are to be named.

DEFINITIONS

Facilities—buildings, including rooms, halls, auditoriums, etc.; structures, landscaped areas, walkways, driveways, streets, open spaces, or any other property under the jurisdiction of the University. Facilities can include commemorative plaques and the like, which may be affixed inside buildings near rooms, auditoriums, lecture halls, dining and lounge areas, laboratories, etc., recognizing distinguished individuals, and/or a donor (or donor's honoree) who has provided a substantial philanthropic contribution in support of that space or program.

Programs—any academic or non-academic program, college, school, center, institute, etc., but not endowed academic positions such as chairs, professorships or fellowships.

REGULATIONS

In order to name a facility or program in honor or memory of a person or foundation or corporation, the proposal's nominee must meet at least one of the following criteria:

1. a. Nominee must have provided a substantial portion of the funds needed to construct, renovate, remodel or build an addition to a facility; or establish, advance or maintain a program;
- 1.b. Nominee must have been nominated by a person or entity who has provided or identified the source(s) of a substantial portion of the funds needed to construct, renovate, remodel or build an addition to a facility; or to establish, advance or maintain a program;
2. a. Nominee was a distinguished person in the public life of the City of Chicago, State of Illinois, nationally or internationally, including those who have held elective or appointive office, members or employees of the University's Board of Trustees, or members or employees of the Illinois Board of Higher Education.
2. b. Nominee is a former member of the University's faculty, staff, or student body.
2. c. Nominee is an alumna or alumnus.

The following individuals are ineligible for nomination due to current or potential conflicts of interest:

1. Nominee may not be a current member or employee of the University's Board of Trustees; neither may the nominee be a current member or current employee of the Illinois Board of Higher Education;
2. Nominee may not be a current member of the faculty, student, or staff of the University.
3. Nominee may not hold elective or appointive office in local, county, state, federal, or foreign government.

PROCEDURES

When considering naming proposals, particularly for programs, faculty advice will be sought at the appropriate levels. This advice shall be noted and submitted along with the proposal to the President. The proposed name for a facility should be consistent with the existing pattern of names and function of the facility under construction.

1. A proposal including the name of the nominee and evidence/sources of philanthropic support is submitted to the Vice President for Institutional Advancement (VPIA).
2. The VPIA will review the proposal and forward a description of the proposal to the President, including the nominator, nominee, and source(s) and amount of funding, normally within 30 days of receipt.
3. The VPIA will use best practices to assure confidentiality as appropriate, the honorable nature of the proposal, and its impact on the University community.
4. The President will submit a recommendation to the Board of Trustees.

GUIDELINES

The VPIA will also coordinate with the Vice President of Finance and Administration (particularly if a Facility is involved) and/or the Vice President of Academic Affairs (primarily if a Program is involved) as appropriate. It is understood that all costs associated with the naming, including signage, will be considered in the calculation of the funds needed to construct, renovate, remodel or build an addition to a facility; or to establish, advance or maintain a program.

AUTHOR REFERENCE

President's Report to the Board of Trustees of NEIU, April 10, 2008, Section C., NEIU Internal Policy Guidelines Naming of University Facilities and Programs, pp. 10-11.

Board of Trustees Governing Policies and Regulations, April 7, 1998, Section VI. C., Naming of Board Property, p.85.

HISTORY

Formerly Administrative Memorandum No. 50 – Naming or Designating Northeastern Property, effective dated 03/01/1995

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Institutional Advancement Office	(773) 442-4200	m-rodriquez44@neiu.edu



DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.