



OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES

UNIVERSITY OPERATING PROCEDURE

****FOR PRINTED USE ONLY****

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

Title: Honorific Naming of University Facilities and Programs

Overview

The University of Vermont recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, amenities, and features ("University Facilities"), as well as academic programs, lecture series, conferences, student activities, and the like ("University Programs"), and this document sets forth the University's naming guidelines and applicable procedures where such naming is not associated with receipt of a gift in accordance with the [University's Gifts Policy](#).

Applicability of the Procedure

This Operating Procedure applies to all members of the University community, including, without limitation, individuals who are faculty, staff, students, contractors, consultants, temporary employees, and affiliates of the University.

Definitions

None

Procedures

Guidelines for Honorific Naming

University Facilities and Programs may be named for a person, family, or entity associated with the University community who has rendered distinguished academic or professional service to the University or who has made a significant historical or social contribution to the University or the state of Vermont, provided that the individual, family, or entity has a prominent relationship with the University and/or the region. Naming for an individual, family, or entity is an honor that forges a close link between the individual, family, or entity and the University. As such, it is critically important that the integrity, history, behavior, and reputation of the named individual, family, or entity be consistent with the academic mission and values of the University. Therefore, the University shall ensure that the honorific naming of University Facilities and Programs preserves the long-standing traditions, values, culture, and prestige of the University.

Where the person for whom an honorific name is being proposed has been formally affiliated with the University or has held public office, an honorific naming may not be proposed earlier than five years after the date of the individual's retirement from University service or public office. If the individual for whom an honorific name is being proposed is deceased, such proposal shall not be made earlier than five years after

their date of death. Note that this five year period does not apply in situations where a gift stipulates the naming in accordance with the [University's Gifts Policy](#).

Honorific names of University Facilities will appear on the building, or as close as possible to, and otherwise affiliated with, the areas, spaces, amenities, and features themselves, as well as on appropriate signage as determined by the University, including University maps and other documents, in University approved lettering. Honorific names of University Programs will likewise appear on appropriate signage as determined by the University.

The approved name will generally remain on and associated with the University Facility or Program for the life thereof. In the event of changed circumstances, the University reserves the right to revise the form of or withdraw recognition on reasonable grounds.

Approval Process

Proposals for all honorific naming opportunities of University Facilities and Programs must first be submitted in writing to the Special Assistant to the President, who shall review the proposal in consultation with the Vice President for Finance, the Provost and Senior Vice President and the President of the University of Vermont Foundation, or their respective designees, and other offices as appropriate. The Special Assistant to the President shall then forward a recommendation, positive or negative, on that proposal to the President for consideration.

The Board of Trustees, upon presentation and recommendation by the University President, has final approval for the honorific naming of buildings and academic units in accordance with the Board of Trustees' [Resolution on Delegation and Retention of Board Authority](#). The University President has final approval for the honorific naming of all other University Facilities and Programs.

Discussions with individuals, families, and entities for whom honorific naming is contemplated must be conducted with the understanding that the Board of Trustees and/or University President reserve final approval of the naming.

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Special Assistant to the President	85 South Prospect Street (802) 656-7855

Forms/Flowcharts/Diagrams

- None

Related Documents/Policies

- [Board of Trustees' Resolution on Delegation and Retention of Board Authority](#)
- [Gifts Policy](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

Responsible Official:	President	Approval Authority:	President
Affiliated Policy Number(s):	V. 4.7.1	Effective Date:	October 4, 2013
Revision History:	<ul style="list-style-type: none">• Responsible official officially changed from the Vice President for University Relations and Administration to the President on October 5, 2020• Reaffirmed April 4, 2022		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).