



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

NAMING OR RENAMING POLICY

1. Policy

Policy Purpose

The purpose of this policy is to define how Kentucky State University manages and approves proposals for the naming or renaming of a University building, space, program, or position in honor of a donor, individual, organization or entity.

2.0 To Whom the Policy Applies

This policy applies to Kentucky State University (the University), the President, Senior Officers, and to any member of the Kentucky State University community who engages in management or approval of proposals for the naming or renaming of University buildings, exterior and interior spaces, programs, and positions.

3.0 Policy Statement

The University may acknowledge gifts and/or honor an individual or organization by naming a building, space, program, or position. Naming is one of the ways in which the University acknowledges the generosity of donors and honors those whose service to or affiliation with Kentucky State enhances the University. It is the responsibility of the President and Kentucky State University to nurture, preserve, and protect that legacy.

In considering proposals to name a building, space, program or position, the President and the University shall exercise judgment with regard to the individual or entity the proposal is intended to honor. In general, the President and the Board of Regents, or those to whom authority to approve naming proposals is delegated, will not approve proposals for naming where, in their judgment, doing so: is not aligned with the University's mission of education, research and community engagement; compromises the academic freedom of the university community; and/or being associated with the proposed name could inflict damage on the University's reputation, standing or integrity or be contrary to university values.

3.1 Naming a University Building or Space

Proposals for the naming of a University building or space associated with a gift must be submitted to the Office of Institutional Advancement. The proposal must include a description of the building or space to be named, its current use and any relevant information regarding the history of the facility, together with a description of the name proposed and its significance to the University, including the amount of the gift and the identity of the donor(s).

If the Vice President of Institutional Advancement supports the proposal it will be forwarded to the Office of General Counsel, if approved then forwarded to the

Office of the President. Upon approval of the University President, the proposal shall be forwarded for approval to the Kentucky State University Board of Regents.

Approval by the President and the Board of Regents is required for the naming of:

- All buildings, additions to buildings, and exterior campus spaces such as fields, terraces, greens, and courtyards.

Approval by the Vice President of Institutional Advancement is required for:

- All interior spaces, such as lobbies, auditoria, dining and function rooms, classrooms, offices and seminar rooms.

In the naming of buildings and spaces, a distinction should generally be made between the name of the facility and the name of the program housed in the facility. Since programs, centers, institutes, and departments may from time-to-time change, grow, move, merge or dissolve, the University will generally distinguish between the name of the facility and the name of the program or programs it houses.

3.2 Naming a University Program or Position

Proposals for the naming of a University program (center, department, institute, school) or position (endowed professorship, endowed coaching position, senior academic or administrative officer position, etc.) associated with a gift must be submitted to the Office of the Vice President of Institutional Advancement. The proposal must include a description of the program or position to be named together with a description of the name proposed and its significance to Kentucky State University, including the amount of the gift and the identity of the donor(s).

If the Vice President of Institutional Advancement supports the proposal it will be forwarded to the Office of General Counsel, if approved then forwarded to the Office of the President. Upon approval of the University President, the proposal shall be forwarded for approval to the Kentucky State University Board of Regents.

3.3 Naming a Scholarship, Fellowship or Lecture

Any proposal to name a scholarship, fellowship or lecture (endowed or current- use) requires approval by the Vice President of Institutional Advancement.

3.4 Duration of Naming

Naming for an honoree or a donor is generally granted for the useful life of the entity. The University may deem the naming period concluded in certain circumstances, including but not limited to:

- If the purpose for which the named entity is or needs to be significantly altered is no longer needed/ceases to exist.
- If a physical entity is replaced, significantly renovated or no longer habitable.
- The period of time of the naming specified in the gift agreement has expired.

The appropriate university representative will make all reasonable efforts to inform in advance the original donors or honorees when the naming period is deemed

concluded. The University may provide alternate recognition as may be appropriate in honor of the original gift.

3.5 Renaming a University Building, Space, Program or Position

Under extraordinary circumstances, a proposal to rename a university building, space, program or position may be submitted to the President, and by the President for approval to the Board of Regents. Such a proposal must include information about the name of the entity proposed to be renamed and the rationale for changing that name, as well as a recommendation for the preservation and display of the original name on campus, where appropriate.

The renaming of any University building, space, program or position requires approval by the Board of Regents. In considering such proposals, the President and the Board of Regents shall exercise judgment with regard to the individual or entity the original naming was intended to honor and apply the same general principles in section 3.0 above.

3.6 Removal of Naming

The University reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming if, including, but not limited to:

- The University determines its association with the donor or the honoree could cause damage to the University reputation, standing or integrity or be contrary to University values. This determination will be guided by Kentucky State University's mission of education, research, and scholarship.
- In the case of a naming associated with a gift, the donor fails to fulfill the terms of the gift that is recognized by a naming.

The appropriate University representative will make all reasonable efforts to inform in advance the original donors or honorees when the naming period is deemed concluded. The University may provide alternate recognition as appropriate in honor of the original gift.

3.7 Other Considerations

Any gift valued at \$1 million or more in support of a building, space, program, position, scholarship, fellowship or lecture must be accepted by the President (see Gift Acceptance Policy).

A proposal to name a building, space, program or position associated with a gift shall not be implemented – e.g., building signage not installed or a program or position name not utilized in materials and publications – until and unless the University has received an executed gift agreement and 50% of pledge payments towards the gift commitment have been received.

With regard to naming proposals associated with a gift, any special circumstances or requests for exceptions to this policy must be referred to the Vice President of Institutional Advancement who will determine the course of action, which may

include consultation with the President and/or the Board of Regents.

The University will generally not name a building, space, program or position in honor of a current faculty or staff member. Proposals for such a naming may be approved to take effect upon the retirement of the individual faculty or staff member.

3.8 Honorific Naming's

From time to time the University may consider proposals to name a building, space, program or position in honor of an individual not associated with a gift. Such proposals shall be considered and approved under this policy subject to the principles in Section 3.0 and the processes described in Sections 3.1, 3.2 and 3.3.

4.0 Definitions

For the purpose of this policy, the term below has the following definition:

4.1 Gift: A voluntary, non-reciprocal charitable donation of value in exchange for which nothing in return is promised, expected, implied or forthcoming to the donor.

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance. Senior officers are responsible for the development of appropriate practices and protocols to ensure compliance.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable disciplinary procedures or for non- employees may result in the suspension or revocation of the individual's relationship with Kentucky State University.

7.0 Policy Owner and Contact(s)

7.1 Policy Owners: Kentucky State University

7.2 Policy Approved by The Board of Regents of Kentucky State University

7.3 Subject Matter Contact: Vice President for Institutional Advancement 7.3.1

Telephone: 502-597-6760

7.3.2 Email: advancement@kysu.edu

2. Entities Affected

- Campus Community
- Office of the President
- Brand Identity and University Relations

3. Policy Owner/Interpreting Authority

Office of the President

Office of Institutional Advancement

4. Related Policies

5. Statutory or Regulatory References