3 Naming Facilities

Policy Statement

The University of Georgia considers the naming of a place or an academic unit in honor of a living or deceased individual, corporation, foundation, or organization to be one of the highest and most distinct honors that it can bestow. Naming a place or an academic unit requires prior authorization by the University of Georgia and the Board of Regents and shall be in accord with Board of Regents procedures and guidelines and those of the University of Georgia.

This policy shall apply to the naming of all University of Georgia real estate and facilities, as defined in Section 9.1 of the Board of Regents Policy Manual. This includes all property owned or leased by the University of Georgia, including facilities constructed, donated, or acquired by affiliated organizations of the institution. This policy shall also apply to the naming of colleges and schools at the University of Georgia.

The University of Georgia is authorized to name, without prior approval of the Board of Regents, interior spaces and academic units subordinate to colleges and schools, such as departments. The University of Georgia is also authorized to remove such names. The term “interior space” includes rooms, hallways, floors, and features, as well as other enclosed or conditioned space(s) within buildings. The University of Georgia shall provide a report on interior namings and naming removals as information only to the chief external affairs officer at the end of each calendar year.

Namings authorized by the Board of Regents shall not be modified. The namings of facilities and grounds of an institution will endure only for the useful life of the facility or feature and not in perpetuity. If a facility or area is substantially changed, a named building or area may no longer exist. In that event, the University of Georgia may determine if maintaining the name for transfer to a new facility or area is appropriate and seek Board approval as appropriate.

The naming of an interior space of the University of Georgia will endure only for the useful life of the space and not in perpetuity. If an interior space is substantially changed or needs to be repurposed, the named interior space may no longer exist. In that event, the University of Georgia will determine if maintaining the name for transfer to a different interior space or area is appropriate, and if so, will seek approval of the University Cabinet.

Situations may occur that would warrant the removal of a name. Where naming authority lies with the Board of Regents, so does the authority and responsibility to remove a name. Similarly, where the sole naming authority lies with the University of Georgia, so does the authority and responsibility to remove a name.

Namings may be authorized for outstanding and distinguished service, for philanthropic giving, or both. The University of Georgia will authorize namings for facilities, grounds, colleges or schools to honor a living person only when that person has been disassociated from employment by the University of Georgia or from local, state, or federal government employment for at least two years prior to seeking Board approval. In the event that the individual being honored is no longer living, the two year waiting period may be waived.

Reason for policy

The University System of Georgia Board of Regents approved a revised Policy on Place Naming at its October 2013 meeting. The new Policy 7.4.1, “Naming of Places, Colleges or Schools” (http://www.usg.edu/policymanual/section7/policy/C459/) applies to the naming of all Board of Regents real estate and facilities and includes all property owned or leased by the USG, including facilities constructed, donated or acquired by affiliated organizations of the institution.
Per USG Policy 9.1 (http://www.usg.edu/policymanual/section9/C503):
The term “Real Estate” will have the same meaning as “Real Property” and includes:
(1) Land and anything permanently affixed to or growing upon the land;
(2) All rights issuing out of, annexed to, and exercisable within or about land;
(3) Any estate or interest in land.
The term “Facility” or “Facilities” includes buildings and structures and improvements of all types, outdoor areas, campus grounds and athletic venues.

- Policy 7.4.1 requires Board of Regents approval of all proposed namings of Places, Colleges or Schools to be named in honor of a living or deceased individual, corporation, foundation or organization.
- Policy 7.4.1 grants authority to System presidents to name certain interior spaces.
- Policy 7.4.1 does not address the naming of functional buildings on campus-utilitarian spaces which are not to be named in honor or memory of a particular person, but which nonetheless need to be uniformly identified.

Procedures

Each naming opportunity category on the University of Georgia campus follows unique procedural steps for approvals at the institutional level.

For naming a place or unit in honor of a living or deceased individual, corporation, foundation or organization:

1. Detail the request on the “Request to Name/Rename a Place, College or School” form which includes a brief justification for the naming;
2. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
3. Forward to Development and Alumni Relations for verification that philanthropic giving criteria has been satisfied and confirmed by signature of VPDAR;
4. Forward for administrative approvals by the Provost, VPFA;
5. The Secretary of the University Cabinet will present for Cabinet approval, obtain President’s signature, and submit to the BOR for final consideration.

For naming an interior space:

1. Detail the request on the “Request to Name/Rename an Interior Space” form which includes a brief justification for the naming;
2. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
3. Forward to Development and Alumni Relations for verification that philanthropic giving criteria has been satisfied and confirmed by signature of VPDAR;
4. Forward for administrative approvals by the Provost, VPFA;
5. The Secretary of the University Cabinet will present for Cabinet approval, and obtain President's signature.

For functional building naming:

1. Detail the request on the "Request to Name/Rename Building" form which includes a brief justification for the naming;
2. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
3. Forward to the Vice President for Finance and Administration;
4. Final approval shall be given by the Provost, VPFA and VPDAR.
The Office of the Vice President for Finance and Administration will coordinate with other campus departments to ensure that the new building name is reflected in all records and publications.

Forms/Instructions

For naming a place or unit in honor of a living or deceased individual, corporation, foundation or organization:  
http://www.busfin.uga.edu/forms/PlaceCollegeSchool_Naming_Form.pdf

For naming an interior space:  
http://www.busfin.uga.edu/forms/Interior_Space_Naming_Form.pdf

For functional building naming:  
http://www.busfin.uga.edu/forms/Functional_Building_naming_form.pdf

Responsibilities

Responsible University Senior Administrator: Vice President for Finance and Administration Ryan Nesbit

Record Retention

Related information

Policy Dates

Effective Date:

Date Last Updated: 03/24/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: