



**University Policy Statement
California State University, Fullerton**

UPS 100.300

**POLICY AND PROCEDURES FOR NAMING OF
FACILITIES, PROPERTIES, COLLEGES,
SCHOOLS, AND ACADEMIC ENTITIES**

When an individual(s) or entity has brought extraordinary distinction to CSUF, provided extraordinary service, or has made a significant material donation, consideration may be given to making a recommendation to the Board of Trustees to name a campus facility or program in honor of the individual(s) or entity.

The CSU policies and procedures for naming facilities are contained in The CSU Board of Trustees Resolution RIA 07-99-09 which states, "The Board of Trustees of the State of California retains the authority for naming CSU facilities and properties, i.e., all buildings; major portions of buildings; university or college streets or roads; stadium and baseball fields and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; and all other highly visible facilities and properties. The Board delegates to the Chancellor the authority to name individual rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties. The Chancellor may sub-delegate this authority as appropriate." All CSUF considerations for naming of facilities shall comply with the guidelines contained in The CSU Board of Trustees Resolution RIA 07-99-09.

The CSU policies and procedures for naming colleges, schools, and academic entities are contained in The CSU Board of Trustees Resolution RIA 07-99-05 which states "The Board of Trustees of The California State University retains authority for naming all CSU colleges, schools, program centers, and institutes."

The following procedures will be followed when submitting a proposal for naming a CSUF facility, property, college, school, or academic entity (e.g., professorships endowed chairs, centers, and institutes, etc.):

- 1) Recommendations shall be made in writing to the President or by the President detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any member or group of the university community, including the alumni, and should demonstrate substantial support from affected faculty in the instance of naming a college, school, or academic entity.
- 2) The recommendation must succinctly state the reasons for the proposed name, the individual or group proposing the request, the extraordinary circumstances justifying the request, and provide complete biographical data of the individual(s) or entity being proposed for honor.
- 3) The President, after consultation with the President's Advisory Board, the Executive Committee of the Academic Senate, and any other group the President deems appropriate, shall inform the proposer(s) what action will be taken.
- 4) When the above procedures have been completed and if deemed appropriate to advance the naming proposal, the President will submit the proposal to the CSU Executive Vice Chancellor for Business and Finance in accordance with The CSU Board of Trustees Resolutions RIA 07-99-09 and RIA 07-99-05.

Source: University Advancement Committee 5-8-07
University Advancement Committee 12-6-07

Academic Senate Approved 3-13-08
Transmitted to the President's Office 5-28-08
Approved as policy 6-17-08

EFFECTIVE DATE: June 17, 2008
Supersedes: UPS 100.300 dated 4-20-87
and ASD 08-22, ASD 07-98