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## COLUMBUS STATE UNIVERSITY

Policy Name:	Naming Policy
Policy Owner:	Vice President for University Advancement
Responsible University Office:	Office of University Advancement
Approval Date:	May 24, 2024
Effective Date:	May 24, 2024
Related Policies:	<a href="#">BOR 7.4.1</a>

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### I. PURPOSE AND SCOPE

The purpose of this policy is to establish general guidance for naming opportunities at Columbus State University (the “University”). The Board of Regents of the University System of Georgia (the “Board of Regents”) considers naming of a place or 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, college, or school requires prior authorization by the Board of Regents and shall be in accordance with the Board of Regents procedures and guidelines as described in [BOR 7.4.1](#). The University President 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.

### II. POLICY STATEMENT

Policy Statement Authority to name buildings, facilities and streets rests with the Board of Regents. The following policy shall apply to the naming of all physical facilities and streets on all campuses within the University System of Georgia (the “University System”) (Board of Regents Policy 9.1). The term “physical facility” is intended to include buildings of all types. It is also intended to include all outdoor areas that may not have physical walls but are nonetheless identifiable areas of campus landscape, such as quadrangles, gardens, lakes, recreation fields, etc.

This policy shall also apply to honorific academic namings. In order to allow for the individual being honored to enjoy and take part in the honor when it is bestowed, the Board of Regents will allow facilities and streets to be named after a living individual if the person being honored has provided outstanding service to the institution, to the nation, or to society, and has served with

distinction. When naming is to honor a person for outstanding and distinguished service as a public servant, that person must have been disassociated from employment by the University System or from state and federal government for at least two years prior to the naming. Because every institution within the University System is different, “outstanding service” is intended, to a certain extent, to be a flexible standard. Each naming situation must be judged on its own merits after considering the facts relevant to the person being honored and the institution involved. The University President shall endeavor to ensure that the proposed naming is consistent with the interests of the University and the University System and that the value of service warrants the action proposed.

### **III. PROCEDURES**

When it appears that a financial contribution to benefit the University will result in a request to name a building, a facility or a portion of a facility, or a street, the University’s Vice President for University Advancement shall be notified. A profile of the donor(s) and those being honored if not the donor(s), the area of interest with any proposed stipulations, and information about how the gift will be paid should be provided. After appropriate review, the information will be forwarded to the appropriate University officials, including the President and Cabinet. After internal approvals, the University President will submit the proposed naming to the Chancellor of the Board of Regents or his or her designee. After consultation with the Chancellor and upon his or her approval, the naming will be recommended to the Board for approval.

Once a naming is approved by the President and the Board of Regents (if required), it is customary to have a ceremony or event announcing and celebrating such naming. Such recognition ceremonies and events are of institutional and Board of Regents interest and must be handled appropriately. Advance notice must be given to the Vice President for University Advancement before any such recognition event is scheduled or planned to assure University-wide coordination.

### **IV. Guidelines**

Naming a place or an academic unit is a significant fundraising opportunity. The University should maximize the potential of fundraising in association with any naming. Naming authorized without associated fundraising should be a rare exception. For a place or academic department to be named based upon contribution, the gift will comply with the following guidelines:

- The gift must be in irrevocable form.
- A current irrevocable gift should be paid within a five-year period unless the President or the Board of Regents authorizes an exception to this limitation.
- Where possible, naming should be associated with endowment gifts; if a gift is to construct a facility, a portion of the gift for endowment is suggested to support the facility or academic programs associated with the facility.
- Generally, deferred gifts such as life insurance, bequests, charitable remainder trusts, and charitable gift agreements, are not to be used for current naming opportunities. The

University should discuss with the interested donor(s) the naming opportunities available when the gift is received.

In cases where a gift is paid over a period, the University President should make the formal naming request to the Board of Regents only when at least half of the total gift has been received by the University.

## **V. Named Faculty**

No endowed Chair, Professorship, or Fellowship may be established or announced without prior approval of the Board of Regents and shall be in accord with Board of Regents procedures and guidelines described in [BOR 8.3.2.2](#), as amended from time-to-time. No initial appointment will be made to a Chair, Professorship or Fellowship without prior approval by the Board of Regents.

## **VI. Suggested Gift Amounts**

- **Academic Colleges:** \$5,000,000
- **Schools Within Academic Colleges:** \$2,500,000
- **Academic Departments:** \$1,000,000
- **Buildings (or similar structure):** 25% of the cost of construction (or replacement if an existing structure)
- **Internal Performance or Assembly Halls of Campus Significance:** \$500,000
- **Large Lecture Halls, Large Classrooms, Large Studios, or Office Suites:** \$75,000
- **Large Conference Rooms:** \$50,000
- **Traditional Classrooms, Laboratories, Conference Rooms, Common Spaces, etc.:** \$25,000
- **Benches or Trees:** Complete cost of material and installation plus \$5,000 (location, design style, signage, type of tree must be approved by Columbus State University in advance)

## **VII. Removal**

The University President 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 President 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 shall report interior naming and naming removals for informational purposes to the University System of Georgia as required. The naming of facilities and grounds at the University will endure only for the useful life of the facility or feature and not in perpetuity ([BOR 7.4.1](#)). If a facility or area is substantially changed, a named building or area may no longer exist. In that event, the University President may determine if maintaining the

name for transfer to a new facility area is appropriate and seek Board of Regents approval. 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. As these cases are extremely sensitive, it is the policy of the Board of Regents and the University to judge each naming removal situation on its own merits. No decision shall be made without considering all the facts relevant to the decision. The Board of Regents and the University President shall endeavor to ensure that the removal of the name is consistent with the interests of the University and the University System.

**APPROVED:**   
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Dr. Stuart Rayfield, President

5/28/2024 | 5:44 PM EDT

**DATE:** \_\_\_\_\_