

Naming Guidelines

Original Implementation: January 23, 1971

Last Revision: July 28, 2015

Buildings and other facilities (including rooms, laboratories and clinics) of Stephen F. Austin State University may be named by the Board of Regents for deceased persons who have made outstanding contributions to the university or its prestige. In extraordinary circumstances, particularly when a significant donation has been made to the university, the Board of Regents may name a building, or other facility, for a living person.

Listed below are minimum dollar amounts associated with fundraising necessary for naming consideration:

One of the six colleges within the university	\$5,000,000
A department or school within a college	\$2,000,000
An institute or center within a college	\$1,000,000
Any existing, unnamed building	\$1,000,000
An endowed academic chair in any discipline	\$1,000,000
An endowed distinguished professorship	\$250,000
An endowed professorship	\$125,000
An endowed full-tuition and fees scholarship	\$250,000
Minimum for any named endowed fund	\$20,000

The Board of Regents retains the latitude to create alternate naming opportunities within the discretion of the board.

Proposed names may be submitted from any source to the Office of Development for their recommendation to the president who, if he concurs shall submit such names, together with background reasons, to the Board of Regents for consideration; provided, however, that the Board of Regents may act without receiving a nomination from the Office of Development, when circumstances justify such action, and particularly when a substantial donation has been made toward the construction of the building or facility to be named. Any such nominations shall be reviewed by the building and grounds committee of the board. Such review shall take place before contact with any prospective nominee. A name will not be moved from one building to another and when a building is razed, the name will no longer be used.

A plaque shall be placed on each new building. The plaque shall show the names of those occupying the following positions on the date the project is approved by the Board of Regents: the officers of the Board of Regents, the remaining members of the Board of Regents in alphabetical order, the student regent, the president of the university, the vice president for finance and

administration, the vice president(s) for the area involved, the director of physical plant, the architect and the contractor, together with the year the project was approved.

Cross Reference: Board of Regents Rules and Regulations

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds