

## **Naming Guidelines**

**Original Implementation:** January 23, 1971

**Last Revision:** November 1, 2021

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.

Amounts associated with fundraising necessary for naming consideration are outlined in the university's Overview of Naming Guidelines and Procedures, available in the office of the vice president for university advancement.

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 University Advancement for their recommendation to the president who, if they concur 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 University Advancement, 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 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 architect and the contractor, together with the year the project was approved.

The duration of the naming of facilities, spaces, or programs is governed by the Overview of Naming Guidelines and Procedures. However, the university reserves the right to remove a previously approved name. Examples include, but are not limited to, a donor not fulfilling the terms of a gift agreement upon which the naming was approved, or continuation of the name may compromise the public trust or reputation of the university.

**Cross Reference:** Overview of Naming Guidelines and Procedures

**Responsible for Implementation:** Vice President for University Advancement

**Contact for Revision:** Vice President for University Advancement

**Forms:** None

**Board Committee Assignment:** Building and Grounds

**Revision History:**   October 29, 2018  
                              July 28, 2015  
                              January 29, 2013  
                              January 25, 2010