

Prepared by the Office of the President.
This is a NEW Policy.

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - Administration

September 2005

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E10.203 Naming of Campus Improvements and Academic Programs

I. INTRODUCTION

This Executive Policy directs implementation of Board of Regents Policy, Section 11-4, Naming of Campus Improvements and Academic Programs. The following objectives, policies, and procedures shall govern the naming of campus improvements and academic programs.

II. OBJECTIVES

- A. To reflect the fact that the naming of buildings, facilities, roads, and academic programs shall be subject to Board approval upon recommendation of the President.
- B. To establish a mechanism for the review of proposals to name buildings, facilities, roads, and academic programs for living individuals (or within five years of the person's death) in special and well-justified cases.
- C. To establish that the designation of descriptive or functional titles is delegated to the Chancellors.

III. POLICY

The basic policy is set forth in the Board of Regents Policies, Section 11-4, Naming of Campus Improvements and Academic Programs which states:

- A. The authority for the naming of buildings, facilities, roads, and academic programs on the campuses of the University of Hawai'i shall reside with the Board of Regents.
- B. Buildings, other facilities, roads, and programs will not be named for living individuals and ordinarily not within five years of the person's death, except as specifically provided by law, or except when approved by the Board of Regents in a special and well-justified case.
- C. Persons for whom facilities, or programs may be named must have been actively connected with the University, or must have established from

Hawai'i a position of national or international reputation in public service, preferably in higher education.

- D. Classrooms, laboratory buildings and academic programs normally shall be named for distinguished faculty members, administrators, Regents, other public servants and others who have been directly involved with the University for a substantial period of time or who have made a significant contribution to its academic and cultural life. Description and functional titles may be given if so desired by the particular campus faculty, students, and staff, as provided herein.
- E. Dormitories, residences, and roads, unless provided for otherwise in the case of private donations or property, shall customarily be designated with appropriate Hawaiian words.
- F. Other existing and contemplated miscellaneous structures and areas of campus, when names are necessary, may be given descriptive or functional titles.
- G. Each Chancellor shall develop and announce procedures to be utilized in developing recommendations to be sent to the Board of Regents when other than a functional name is to be recommended for a building, facility, or academic programs.
- H. In appropriate circumstances, rooms or other quarters in a building may be named to honor major donors to the University of Hawai'i, or to the University of Hawai'i Foundation, in support of the University or its programs and activities.

IV. GUIDELINES

- A. The naming of campus facilities and programs shall be in accordance with Board of Regents Policy 11-4, the BOR-approved UH Foundation guidelines, and this Executive policy.
- B. In accordance with their campus procedures, Chancellors may recommend to the President names for buildings, facilities, roads, and academic programs in keeping with the foregoing policies.
- C. The authority to designate descriptive or functional titles is delegated to the Chancellors.
- D. A recommendation may be submitted to the Board for the recognition of a living individual or within five years of a person's death, when:
 - (1) While serving the University in an academic capacity, the nominee demonstrated such high scholarly distinction as to have earned sustained national or international reputation in the individual's field(s) of specialization;

- (2) While serving the University in an important administrative capacity, rendered distinguished sustained service to the University warranting recognition of the individual's exceptional contribution to the welfare of the University; or
 - (3) Although not having served the University as an academic or administrator, the nominee contributed in truly exceptional ways over a sustained period to the welfare of the institution or achieved such unique distinction as to warrant recognition.
 - (4) The nominee is of such outstanding character and distinction that naming a facility after him or her would honor the University of Hawai'i as well as the individual.
 - (5) The nominee makes a contribution or is named by a donor who makes a contribution that makes possible significant additions to the University facilities or operations. Consideration for approval shall be given to the significance of the proposed gift as it relates to the success or realization of the project; the urgency of the need for the project; the eminence of the individual whose name is proposed; and the individual's relationship to the University.
 - (6) No commitment for naming shall be made prior to Board approval of the proposed name.
- E. Members of the Board of Regents, active employees of the University of Hawai'i, former employees of the University, and individuals holding elective office in and from the State of Hawai'i shall not be eligible for consideration until at least one year after the date of retirement or separation.

V. PROCEDURES

- A. Nominations to name building, facilities, roads, and academic programs may be submitted to the appropriate campus Chancellor by any member of the University or external community. It shall be the responsibility of nominators to provide sufficient background information to enable careful and thorough review of the nomination.
- B. The receiving Chancellor shall review nominations to insure conformity with BOR policy and the BOR-approved UH Foundation guidelines, and shall refer those conforming nominations (other than functional or descriptive titles) for a campus-wide review in accordance with procedures adopted by the Chancellor. Upon completion of the campus' review, the Chancellor shall forward to the President supported nominations.

- C. In cases where the individual to be named is living or it is within five years of the person's death, the President shall seek the advice of the Council of Chancellors, who shall evaluate the nomination and provide the President their counsel regarding the nomination.
- D. The President shall meet with the Board to discuss the nomination and shall share the evaluation of the Council of Chancellors with the Board.