



UNIVERSITY POLICY

SUBJECT: ADMINISTRATION **TITLE:** NAMING/RENAMING OF UMDNJ FACILITIES

CODING: 00-01-10-130:00 **ADOPTED:** 04/01/89 **AMENDED:** 07/15/97

This policy is suspended as of April 20, 2010.

Use the following link to see BOT Resolution:

http://www.umdj.edu/oppmweb/policy_resources/2010_04_20_10-130_00_BOT%20Resolution.pdf

SUSPENDED



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I. PURPOSE

Naming/Renaming of University Facilities.

II. ACCOUNTABILITY

Under the direction of the President, the Vice President for Administration shall ensure compliance with this policy.

III. POLICY

1. General

At the discretion of the Board of Trustees, University facilities may be named for a function, to honor an individual, or as otherwise deemed appropriate.

- a. An entire facility or a separately identifiable section may be named.
- b. If named for function, the name of a facility shall reflect its principal use.
- c. A facility may be named for a person whose outstanding leadership, achievement or other contribution, including financial contribution, has constituted a significant benefit to the development and advancement of the University or health professions education, particularly in New Jersey.

2. Guidelines for Naming for an Individual

- a. The name shall be appropriate to the use of the facility.
- b. A facility may be named for a person who, as a condition of a significant financial contribution to the University, has specified such designation.

3. Changing Names

- a. The name of a facility may be changed at the discretion of the Board of Trustees.
- b. When a memorialized facility is relinquished by the University or its principal function is changed, the Board of Trustees may consider perpetuation of the name in some other manner.

- c. A decision not to name a facility for a particular nominee shall not preclude future naming of the facility.

IV. PROCEDURE

A. Naming/Renaming of UMDNJ Facilities

Performed By:

Action Taken:

Dean or Vice President

1. If appropriate, consults with faculty and staff members, alumni, students, and the community concerning the naming of a facility for an individual before a recommendation is submitted to the Vice President for Administration and the Senior Vice President for Academic Affairs.
2. Submits the proposed nominations to the Vice President for Administration and the Vice President for Academic Affairs. The nomination must include:
 - a. reasons for the nomination;
 - b. a biography of the nominee;
 - c. a draft resolution in support of the proposed nomination; and
 - d. the facility proposed to be named.

Vice President for Administration

3. Delegates to the Director of University Marketing Communications a review of the nomination.

Director of University Marketing Communications

4. Reviews the nomination with attention to the following:
 - a. verification of the supporting documentation;
 - b. review of the appropriateness of the name (see Policy, Section 2);
 - c. consideration of the nominee's functions, responsibilities, and the relationship to UMDNJ and/or the component to which the nominee was attached;
 - d. consideration of special dedication to responsibilities at UMDNJ as manifested by the nominee in extra time, concern, and guidance expended on his/her work;
 - e. consideration of special expertise and/or leadership extended by the nominee in his/her area of responsibility; and
 - f. consultation with the Foundation of UMDNJ.
5. Notifies the Vice President for Administration and the Senior Vice President for Academic Affairs when the review is completed.

Performed By:

Action Taken:

Vice President for Administration

6. Consults with the President and Senior Vice President for Academic Affairs regarding the final nomination.

7. Submits the nomination to the University Affairs Committee of the Board of Trustees for consideration, and when deemed appropriate by the Committee, forwards to the Board of Trustees.

Board of Trustees

8. When a facility has been named for an individual, directs that a plaque will identify the facility.

President

9. Approves the design.

President of the Foundation

10. In the case of a donation through the Foundation, consults with the donor or his/her representative for agreement on the design of the plaque.

President

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