

## Idaho State Board of Education

# GOVERNING POLICIES AND PROCEDURES

## SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

### SUBSECTION: K. Naming/Memorializing Building and Facilities

October 2023

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Prior approval of the State Board of Education is required for the naming or memorializing of a facility or facilities.

As used in this policy, the terms "facility" and "facilities" include any building, structure, room, laboratory, administrative unit, open space, or other physical improvement or natural feature of a campus or of other property under the administrative control of the State Board of Education and the Regents of the University of Idaho.

1. The Board will consider the following factors in addressing requests for naming of a facility.
  - a. Naming for an administrator, member of the faculty or employee of an institution or agency responsible to the Board:
    - i. No facility shall be named for a person currently employed by an institution or agency, except when authorized by the Board.
    - ii. Memorialization of a facility for a former employee retired or deceased shall be considered on the basis of the employee's service to education in the state of Idaho. Significant factors will include, but shall not be limited to:
      - 1) Recommendation of the chief executive officer of the institution and the recommendation of the institutional community.
      - 2) Contributions rendered to the academic or administrative area to which the facility is devoted.
  - b. Naming of a facility for other than a former employee of an institution or agency responsible to the State Board of Education:
    - i. When deemed appropriate, a facility may be named to honor and memorialize a specific individual or entity who has made a distinguished contribution to the University.
    - ii. Name for an individual or entity in recognition of a gift.
      - 1) No commitment for naming shall be made to a prospective donor of a gift prior to Board approval of the proposed name.
      - 2) In reviewing requests for approval to name a facility for a donor, the Board shall consider:
        - a) The nature of the proposed gift and its significance to the institution;
        - b) The eminence of the individual or entity whose name is proposed; and

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- c) The individual's or entity's relationship to the institution.
  - c. A facility may be named for an individual or entity that has contracted with the institution to purchase the naming rights.
2. The Board delegates to the chief executive officers the authority to name rooms and open spaces located within buildings or structures.
- a. The chief executive officer shall follow the same guidelines for naming as set forth above.
  - b. All such names designated by the chief executive officers shall be reported annually in August to the Executive Director.