I. PURPOSE & INTENT

The University of South Florida (USF) may recognize the significance of certain events, individuals, or groups, by recommending to the Board of Trustees (BOT) that institutional buildings or other facilities, or parts thereof, be named in honor of the event, individual, or group. The Board of Governors has delegated authority for approval of naming of institutional facilities to the BOT. The USF President (President) has authority and responsibility for recommending to the BOT approval of the naming of buildings and facilities or parts thereof on behalf of USF in accordance with applicable laws, rules and regulations.

II. STATEMENT OF POLICY

A. Facilities and/or parts thereof may be named for an individual, living or deceased, who is not a University employee but has distinguished himself or herself through significant contributions to the University. These contributions may be in the form of material gifts, special service, extraordinary achievement in a scholarly discipline, or magnanimous dedication to the betterment of the University or society. Non-gift naming should be reserved for individuals who have made significant contributions to USF, the State of Florida or to the fields of education, government, science or human betterment and who are of recognized accomplishment and character.

B. 1. No facility, building, or part thereof shall be named for an individual who is an active member of USF, including staff, faculty, students and trustees. Exceptions require approval of the Board of Governors, pursuant to BOG Regulation 9.005.

2. No request to name a facility, building, or part thereof for a retired employee or deceased individual will be considered by USF until two years following the date of retirement or date of death. An exception to this policy may be considered by the BOT when an individual has made significant contributions to USF which are broader than any sub-part such as a single program, division, department, college or campus.
C. Buildings or facilities may be named for a donor or donors to USF where the donor makes a significant contribution to the cost of the building or facility.

D. Buildings or facilities or parts thereof may be named for donors that establish endowments to provide for academic programs or maintenance of existing academic facilities where the contribution is significant.

E. Where a donor's gift includes a deferred gift, the Senior Vice President of Advancement shall have discretion to determine whether the deferred gift should be considered in making a determination to name a building or facility or part thereof under section C or D (above) of this policy.

III. PROCEDURE

A. Nominations for the naming of buildings, facilities or parts thereof shall be made in writing to the Senior Vice President for University Advancement. The Senior Vice President for University Advancement shall transmit the recommendation to the President. Each nomination shall be acknowledged and acted upon by the President or designee, the Senior Vice President for University Advancement and, if approved, forwarded to the BOT for final approval in accordance with section III. B., of this procedure. Nominations for parts of institutional buildings or facilities, such as classrooms and offices areas, do not require approval beyond the President or designee and the Senior Vice President for University Advancement.

B. The BOT has final authority to approve the naming of buildings and facilities on behalf of USF. The BOT approval shall be considered at a noticed meeting and shall be a non-consent agenda item.

IV. RECOGNITION

If the naming of a building or facility or part thereof is approved under this Policy, the Senior Vice President for University Advancement or designee shall be responsible for planning and coordinating appropriate recognition activities and events.

V. EXCEPTIONS

The BOT shall have the authority to make exceptions to these policies and procedures in order to serve USF interests.

*Current Responsible Office: University Advancement

*Refer to the appropriate Responsible Office website for a current name of the Senior Vice President or other Responsible Officer.