



Honorary Philanthropic Namings: Administrative Namings and Honorary Commemorative Namings Policy

Effective Date: May, 2018

Office: Office of Advancement

PURPOSE: *This section should include reason or rationale for the policy.*

The University of Indianapolis has many named spaces and entities on campus. Such Namings honor individuals and organizations and reflect the rich history of philanthropy and extraordinary service bringing national and international acclaim to the University. Other Namings are simply needed for administrative purposes. To date, there has not been an overarching policy and process for Namings of all types. The purpose of this policy is to outline a comprehensive policy and process for all Namings, as well as grounds and process for removing or transferring a Naming.

**REFERENCE DOCUMENTS/
RELATED INFORMATION:** *List any other policies or information that should be cross referenced.*

- Campaign for the University of Indianapolis' Gift Policy and Crediting Manual approved by the Board of Trustees in February 2015, pages 20 through 22. See ***Exhibit A*** at the end of this document.

SCOPE: *Who is affected by this policy or needs to read it?*

This Namings Policy is intended to provide all members of the University of Indianapolis community, including trustees, faculty, staff, administration, University friends and any others on the process and policies regarding all Namings at the University of Indianapolis.

POLICY HISTORY: *Include any information about previous versions or whether this replaces an existing policy.*

- This is a new policy

POLICY STATEMENT:

University Policy on Honorary Philanthropic Namings: Administrative Namings and Honorary Commemorative Namings:

This Naming Policy outlines policy and procedures for all University Namings:

1. Types of Namings

The University of Indianapolis names many spaces, designations and funds at the University.

The vast majority of these Namings are HONORARY PHILANTHROPIC NAMINGS for philanthropic recognition of benefactors making a special gift or gifts to the University.

Another type of naming includes ADMINISTRATIVE NAMINGS. These Namings typically define the use of a building, like the Health Pavilion or North Hall.

In rare cases, the University of Indianapolis makes HONORARY COMMEMORATIVE NAMINGS. These are Namings where the University chooses to honor a person or persons by naming a space OR other naming opportunity at the University in honor of a person or persons because they have brought exceptional national or international esteem to the University and/or the person or persons have provided special and extraordinary service to the University in view of the University's history that warrants recognition above and beyond that already conferred upon the individual.

2. Process of and Approval of HONORARY PHILANTHROPIC NAMINGS

- a. HONORARY PHILANTHROPIC NAMINGS will generally be brought forward to the President's Office by the Office of University Advancement for the purpose of review and approval.
- b. Minor HONORARY PHILANTHROPIC NAMINGS for benefactors may be made by the University President in consultation with the Office of University Advancement. Such minor Namings include, but are not limited to, classrooms, labs, scholarship funds, funded awards, streets, smaller portions of interiors of buildings, small exterior spaces, etc.
- c. Major HONORARY PHILANTHROPIC NAMINGS including the naming of a significant building, athletic facility, or exterior campus space, as well as schools, departments, academic entities and centers, will be made on recommendation of the University President in consultation with the Office of University Advancement and any other pertinent University office, to the University of Indianapolis Board of Trustees Executive Committee for consideration and advice and then to the full Board of Trustees for final vote and determination.

Funding Guidelines for HONORARY PHILANTHROPIC NAMINGS from the Campaign for The University of Indianapolis' Gift Policy and Crediting Manual were approved by the Board of Trustees in February, 2015. These Funding Guidelines are to be in place through the duration of

the campaign, which will end June 30, 2022. *Exhibit A* to the policy outlines the Campaign Funding Guidelines. Funding priorities and cost not identified in *Exhibit A* will be determined through this policy's procedures and guidelines.

3. Process of and Approval of ADMINISTRATIVE NAMINGS

ADMINISTRATIVE NAMINGS for identification of all buildings and spaces during the design, construction, and general use, in the absence of a specific naming, are at the discretion of the University President.

4. Process of and Approval of HONORARY COMMEMORATIVE NAMINGS

HONORARY COMMEMORATIVE NAMINGS, may only be petitioned on behalf of persons who are deceased or retired for at least two years. A petition for an HONORARY COMMEMORATIVE NAMING may be brought to the University President's Office for consideration. The petition should outline specific, detailed information regarding the person or persons to be honored as to how the person has brought exceptional national or international esteem to the University and/or how the person or persons have provided extra special and extraordinary service to the University in view of the University's history that warrants extra special recognition above and beyond that already conferred (example—Emeritus Faculty or Emeritus Staff designation, Greyhound Hall of Fame, Outstanding Alumnus, etc.).

The University President will review the petition and make a determination as to the merit of the application. If the University President determines the application has merit, the University President will initiate the process of either a Minor HONORARY COMMEMORATIVE NAMING or Major HONORARY COMMEMORATIVE NAMING.

- a. Minor HONORARY COMMEMORATIVE NAMINGS may be made by the University President in consultation with the University's Office of Advancement. Such Namings may include, but are not limited to, classrooms, benches, labs, streets, smaller portions of interiors of buildings, small exterior spaces, etc.
- b. Major HONORARY COMMEMORATIVE NAMINGS petitions will be referred by the University President to the Office of University Advancement for generation of a report addressing the following:
 - The philanthropic costs such naming would require the University to forgo.
 - The current pending financial needs and philanthropic opportunities for the department associated with such space.
 - A review of all Major and Minor HONORARY COMMEMORATIVE NAMINGS and Major and Minor HONORARY PHILANTHROPIC NAMINGS conferred by the University to provide context for each request.
 - A list of any other potential Major or Minor HONORARY COMMEMORATIVE NAMINGS associated with the department for which the Major HONORARY COMMEMORATIVE NAMINGS is being sought.

- Advisement as to whether or not the petitioning person, persons or group would consider a philanthropic gift or initiative to support their petition.
- Any other pertinent factors related to the petition and/or HONORARY COMMEMORATIVE NAMINGS.

This report along with the petition information for the Major HONORARY COMMEMORATIVE NAMING shall be provided by the University President to the Board of Trustees Executive Committee for its consideration and advice to the full Board of Trustees for final vote and determination. The Board of Trustees Executive Committee may suggest to the petitioner an alternative Minor or Major HONORARY COMMEMORATIVE NAMING opportunity at the University, before submitting its recommendation to the full Board of Trustees.

5. Removal/Changing of Names

a. Removal of a name:

- Possible reasons include, but are not limited to:
 - Actions of person for whom something is named that harms or could potentially harm the reputation of the institution
 - Failure to complete a pledge of financial support within the time frame agreed upon in the gift agreement or other documentation

b. Changing a name:

- Changing the name on any type of Naming may occur when:
 - An opportunity emerges that benefits the University in an extraordinary way with the benefits clearly outweighing any negative factors in changing the name, or
 - An opportunity emerges for recognition of someone for whom the facility would be more appropriately named than the current name, or
 - At least 25 years from the date of the original naming has lapsed and new circumstances have emerged in which a re-naming may be significantly beneficial to the University, or
 - The changing a name does not violate or breach an existing agreement of the University with another person or entity.

c. Process of Removal/Changing Names

- The University President, pursuant to the guidelines of this policy, may remove or change any Minor Naming, including any Minor HONORARY PHILANTHROPIC NAMING, ADMINISTRATIVE NAMING and/or Minor HONORARY COMMEMORATIVE NAMING.

- For Removal/Changing Names of Major HONORARY PHILANTHROPIC NAMINGS and Major HONORARY COMMEMORATIVE NAMINGS, the University President, in consultation with any appropriate University Offices, will make a recommendation of name removal or name change consistent with this policy, outlining the reasons for such, to the University of Indianapolis Board of Trustees Executive Committee for consideration and advice and then to the full Board of Trustees for final vote and determination.

d. Considerations

- The University President in consultation with University Advancement Office and other appropriate University Offices may recommend to the University Board of Trustees Executive Committee an alternate facility to which the original name might be transferred;
- A reasonable effort to contact and inform known relatives or descendants of an individual whose name is being removed should be made by a representative of the University.

Exhibit A

Campaign for The University of Indianapolis Funding Guidelines List

- Endowed Chair: \$1,000,000
- Named Scholars Fund (Full Tuition Scholarship): \$1,000,000
- Named or Distinguished Professorship (existing faculty position): \$500,000
- Professorship: \$250,000
- Faculty Support Fund: \$100,000
- Scholarship Fund: \$25,000
- Any Named Endowed Fund: \$25,000
- Any Named Current Use Fund - \$10,000
- All other naming opportunities will be applied pursuant to the University Policy on Honorary Philanthropic Namings: Administrative Namings and Honorary Commemorative Namings