Procedures for Naming Facilities at the University of Colorado at Boulder

I. Introduction

These procedures have been developed pursuant to the Policy for Naming Facilities at the University of Colorado at Boulder. Typically, nominators suggest names to the Director of Facilities Management who in turn forwards them to the Chancellor to begin the naming process.

II. Major Facilities / Non-Donor Honorary Names (BCPC Review, Chancellor Approval, Board of Regents Approval)

A. Parties submitting naming proposals to the Director of the Department of Facilities Management shall include a brief biographical sketch and statement of justification of the name, or explanation if the proposed name is not that of a person or group. The Director will then forward the material to the Chancellor.

B. The Chancellor shall respond to a request for naming a facility by evaluating the proposal and deciding whether to accept the proposal and publicly announce that the name for the facility has been proposed and has been forwarded to the Boulder Campus Planning Commission (BCPC) for evaluation, or to reject the proposal.

C. The BCPC shall ask the school, college, or department(s) which will occupy the facility (or adjacent users for facilities other than a building) to review the nominations and submit their evaluations of the nominations to the appropriate dean or director.

D. The dean or director of the facility will review the nominations and recommend a name, with supporting documentation, including a list of all nominations, for review by an ad hoc subcommittee of the BCPC, which will review the information and send its recommendation to the Commission as a whole.

E. The BCPC will receive the recommendation and (a) approve the recommendation and forward it to the Chancellor, (b) reject the recommendation, or (c) return it to the subcommittee for further work with the dean or director. The BCPC may hold a public hearing on the question of the names at its discretion.

F. The Chancellor shall receive the recommendation from BCPC and if he / she approves shall forward the proposed recommended name to the Board of Regents for their consideration.

III. Major Facilities / Financial Contribution (Chancellor Approval, Board of Regents Approval, No BCPC Review)

A. The recommendation for proposing a name for a facility shall be submitted to the Chancellor along with the name of the donor, the dollar value of the contribution, and supporting documentation. The Chancellor shall consider the recommendation and accept or reject it.

B. If accepted, the Chancellor shall forward the recommended name, along with his / her comments, to the Board of Regents for their consideration.

C. The Chancellor may refer the recommended name to the BCPC for comment prior to submitting it to the Board of Regents.
IV. Smaller Facilities (Chancellor Approval, No BCPC Review)

A. Names of smaller facilities of buildings, as described in the naming policy, may be proposed by the academic or administrative unit that makes the greatest use of the space.

B. Such proposals shall go directly through appropriate administrative channels (chair, dean, etc.) and do not need to be reviewed by BCPC, but do require the approval of the Chancellor.

C. The Chancellor may approve these naming opportunities on any of the following conditions:
   1. Outstanding Academic or Professional Service
   2. Financial Contribution
   3. Historical or Social Importance

D. The Chancellor may refer the recommended name to the BCPC for comment.

V. All facility names, once approved, shall be submitted to the Director of the Department of Facilities Management to be included in the master list of facility names.