

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Naming of Buildings and Facilities
FPU Policy Number: FPU-1.0004P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: October 30, 2013
Date Revised:
Responsible Division/Department: President’s Office
Initiating Authority: Chief Operating Officer

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the naming of Florida Polytechnic University (“University”) buildings, facilities, colleges, programs, institutes, centers, schools, roads, bridges, parks, recreational complexes, and other similar facilities or parts thereof (collectively “Facilities”).

B. POLICY STATEMENT:

1. The University may recognize the significant contributions of certain individuals or entities, by recommending to the Florida Polytechnic Board of Trustees (“BOT”) that a University Facility be names in honor of the individual or entity. The Board of Governors (“BOG”) has delegated authority for approval of naming of University Facilities to the BOT. The University President (“President”) has authority and responsibility for recommending to the BOT approval of the naming of Facilities on behalf of the University in accordance with applicable laws, rules and regulations.

2. Gift-Related Naming:

Gift-related naming of University Facilities will reflect not only the donor’s appropriate financial support, but also the donor’s commitment to the mission, vision and objectives of the University.

Gift-related naming of a University Facility requires a donation which makes a significant contribution to the cost of the Facility. The gift amount necessary for a naming opportunity must be approved by the President and is determined bases on the consideration of multiple factors, which may include, but are not limited to, age, usage and location.

When a naming request involves a gift or donation, the request should include, and consideration will be given to, the following:

- (a) The significance and amount of the proposed gift.
- (b) The person and work of the donor to determine the donor’s compatibility with the core values of the University, as reflected in its mission statement.

3. Non Gift-Related Naming.

Non gift-related naming is reserved for individuals who have made significant contributions to the University or to the State of Florida or to the fields of education, government, science or human betterment and who are of recognized accomplishment and character.

Honorary naming for Facilities is not allowed for an active State University System member, including staff, students, or trustees. Exceptions require the approval of the BOG.

When a naming request does not involve a gift or a donation, the request should include, and consideration will be given to, the following:

- (a) A biographical summary pertaining to the proposed honoree.
- (b) A rationale articulating the proposed honoree’s significant contributions to the University or to the State of Florida or to the fields of education, government, science or human betterment.
- (c) A description of the proposed honoree’s recognized accomplishments and character.

Consideration will be given to the fact that many outstanding persons are deserving of recognition, yet few naming opportunities are available.

C. PROCEDURES:

- 1. Naming requests for Facilities must be submitted, in writing, to the Florida Polytechnic University Foundation Office (“Foundation”) for consideration and recommendation. In order to be considered complete, a naming request must include all supporting documentation required by this policy as well as the rationale on how the University’s mission will be furthered.
- 2. The Foundation will review submitted naming requests for Facilities and make a recommendation to the President. Consideration will not be given to incomplete requests.
- 3. The President will consider the recommendation, submitted by the Foundation, for approval.
- 4. The naming of any Facility must be approved by the BOT as a noticed, non-consent agenda item.

POLICY APPROVAL	
Policy No.: FPU-1.0004P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	