

# OREGON INSTITUTE OF TECHNOLOGY

## Property Naming

### OIT-50-050

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On occasion, the Oregon Institute of Technology seeks to recognize the efforts and contributions of individuals by the naming of buildings, structures, interior spaces, and landscape elements. This policy establishes a uniform and consistent procedure to gain approval.

Under OAR 580-50-0025, the President is authorized to name buildings or structures, but may not do so after a living person unless the Oregon State Board of Higher Education makes an exception. The Board's legal staff has defined "structure" to include large outdoor spaces such as courtyards. The permissible exceptions are for a donor who contributes a substantial share of the cost of construction or for other unusually meritorious reasons. Those honored with such a naming might be:

- Staff or faculty members, or persons not connected to the Institute who have contributed significantly to the social, academic, scholarly, research, or political life of the Institute.
- Persons not connected to the Institute who have contributed to its growth and development.
- An illustrious alumni member.
- An outstanding states-person, educator, or scholar.

The naming, or renaming, of a building or structure is considered a major event in the history of the institution requiring due consideration and consultation. The President of OIT, by this policy, also is authorized to name parts of buildings, interior spaces (classrooms, atria, conference room, laboratories, seminar rooms, lounges, offices, etc.) and landscape elements (plazas, quadrangles, open spaces, fields, streets, etc.).

- I. Naming in recognition of a gift
  - a. Buildings and structures may be named or renamed for a donor when the gift covers the total cost of the new building or facility or provides funding for the portion of the cost which would not have been available from other sources (state or federal appropriations, student fees, bonds, etc.) and which would constitute a significant portion, normally not less than 50%, of the total cost.
  - b. All other naming opportunities are to be set for values determined by the Oregon Tech Foundation after consultation with the OIT president and his or her designees. The Oregon Tech Foundation will take under consideration the gift amounts used to name like facilities or areas on

campus and the general market value of such naming opportunities on other campuses.

- II. Naming for an individual not in recognition of a gift
  - a. Naming opportunities are generally reserved for donors. However, an individual's name may be affixed to a facility or space (interior or exterior) in posthumous recognition of unusually meritorious service to the Institute or to society at large.
  - b. Normally a period of at least one year shall have elapsed between the individual's death and the proposal for naming.
- III. Functional Names
  - a. The use of functional names should be avoided, as the whereabouts of functions can change over time.
  - b. In cases where functions change within a building, the name will remain with the building and the functional name will be deleted.
- IV. Signage and Plaques
  - a. All interior and exterior signage on campus will conform to established guidelines.
  - b. Plaque text must be reviewed and approved by the Vice Presidents for Finance and Administration and Institutional Advancement.
  - c. The use of terms such as Center, Hall, Building, Courtyard must be approved by the OIT president and shall be consistent with other such named spaces on campus.
- V. Procedures
  - a. For building names, a formal letter of request should be submitted to the Office of the President. The letter should discuss the importance of the naming to the Institute; the nature of the gifting and/or meritorious activity; and other conditions, concerns, or impacts of the naming. A resume or discussion of the individual(s) who would be honored should be included.

- b. All other recommendations for naming opportunities should be submitted to the Vice President for Institutional Advancement. The Vice President for Institutional Advancement will review these recommendations with the Executive Staff. Final approval will be given by the President.

VI. Responsibility

No individual may commit OIT to naming unless specific formal acceptance has been granted by the President or the Vice President for Institutional Advancement as described in the Procedures section of this policy.

Recommended:

Administrative Council – November 13, 2002  
Faculty Senate – November 7, 2002  
President’s Council – October 8, 2002

Approved:           /s/ Martha Anne Dow            
                  Martha Anne Dow, President

Date:           November 7, 2002