

University of Illinois at Springfield

Procedures and Guidelines for Naming Campus Facilities and Programs

Guidelines

Those for whom facilities and programs are named should exemplify the values of the University, and the integrity of the honoree shall be beyond reproach.

These procedures and guidelines establish an internal review and approval process for proposing the naming of facilities or programs. The intention is to ensure that this process involves careful deliberation and attention to the appropriateness of the naming, that the integrity and reputation of all Eponyms are beyond reproach, and that minimum gift levels are met, where applicable, while always preserving the principles of institutional autonomy and academic freedom.

Facilities and programs may be named:

- For or by individual donors who provide significant gifts in support of facilities and programs at the University.
- For corporations and foundations.
- For a former university employee with emeritus status who has been retired for five (5) years or more or is deceased.
- For a formerly elected official who has been out of office for at least ten (10) years.
- In honor or memory of faculty, staff, officers, alumni, or friends of the University community who have made extraordinary contributions to the University or society. Honorees shall have achieved distinction in one or more of the following ways:
 - a. Served the University in an academic capacity, achieved the highest scholarly distinction, and earned a national or international reputation.
 - b. Served the University in an important administrative capacity, rendered distinguished service, and provided exceptional contributions to the University.
 - c. Contributed exceptionally to the welfare of the institution, state, or nation or achieved such unique distinction as to warrant recognition.

Required Funding Levels

1. Programs and Existing Units
 - a. Academic or non-academic program The Vice Chancellor for Advancement, in collaboration with the Vice Chancellor to which the Program reports, shall recommend to the Chancellor the appropriate gift amount given the nature and impact of the Program.
 - b. College, school, institute, department, or academic or administrative unit The specific level for each Program to be named will be determined by the Vice Chancellor for Advancement in collaboration with the Provost and approved by the Chancellor.
 - c. Program centers (academic and administrative) The specific level for each Program Center to be named will be determined by the Vice Chancellor for Advancement in collaboration with the Provost and approved by the Chancellor.
2. Facilities

- a. New facilities: 50% of the private fundraising goal for the project or at the discretion of the Chancellor and Vice Chancellor for Advancement.
- b. Existing facilities: 50% of the private fundraising goal for the project or at the discretion of the Chancellor and Vice Chancellor for Advancement.
- c. Addition to existing facilities: 50% of the private fundraising goal for the project.
- d. Renovations: 50% of the private fundraising goal.
- e. Interior spaces (e.g., laboratories, classrooms, etc.): 100% of the private fundraising goal for the project, regardless of whether it is new construction or renovation.
- f. Outdoor areas (e.g., courtyards, gardens, streets, fountains, benches, etc.): 100% of the private fundraising goal.
- g. In the case of new facilities/construction, a minimum of 75% of the gifts must be current use. The remaining should be in a maintenance/future-use endowment and may include a maximum five-year pledge.

In all cases, the Chancellor, in collaboration with the Vice Chancellor for Advancement, may review donor funding levels and approve an alternate funding amount or gift structure to satisfy the intent of these procedures and guidelines.

- The university reserves the right to name specific spaces within any facility in honor of other contributors, even if the overall facility has been named. Naming for portions of a facility is based on a schedule of naming opportunities and recommended gift amounts for each. The schedule of naming opportunities and recommended gift amounts are to be created by the Division of Advancement.
- Facilities should be named to denote their general objective or use. A building name may include a designation such as auditorium, center, gymnasium, hall, institute, school, laboratory, etc.
- Unless otherwise authorized by the Board of Trustees, when a facility or program is named, the donor/honoree's name will be effective for a maximum of twenty (20) years.

Naming opportunities generally will not be recognized through a revocable deferred gift until the gift funds are accessible; however, naming opportunities may be considered through a blended gift strategy or an irrevocable deferred gift where current cash flow is not a consideration.

3. Existing Structures:

Unnamed existing structures may be named for donors providing a current or deferred gift of significance to the university. Examples include, but are not limited to:

- An endowment that will generate sufficient resources to strengthen and enrich programs housed in the facility or that will provide for continued maintenance and/or operations of the facility
- For people who have made outstanding contributions to the university, state, or nation or have attained eminent accomplishments in their field of endeavor and other related matters.

Procedures

1. All naming requests shall originate from or be forwarded to the Office of the Vice Chancellor for Advancement for presentation to the Chancellor. Written requests for such

proposals must be accompanied by documentation; justification for persons who have made outstanding contributions to the university, state, or nation or who have attained eminent accomplishments in their field of endeavor and other related matters must be established and approved by the Chancellor before further proceeding to the Board of Trustees with a naming request.

2. Buildings, chairs, facilities, and/or programs are named in recognition of individuals, typically due to a major financial contribution made by or on behalf of an individual. Gifts must be commensurate with the naming proposal.
 - Prospective donors or honorees must be consulted about the proposed name and informed about the approval process, which may involve input from several offices and final approval of the Board of Trustees. If naming occurs posthumously, the individual's immediate family, if any, should be consulted.
3. Before a facility or program is named, a formal gift agreement must be signed between the University of Illinois Foundation and the donor.
4. Appropriateness and good taste shall guide decisions concerning the naming of buildings, definable portions of buildings, geographical areas, programs, etc.

Recognition

When an entire Facility is named for an individual, the honoree's name may appear on university signage and maps as appropriate. Signage shall comply with all relevant university signage policies.

A Commemorative Plaque also may be installed in Interior Space(s)

- (a) to honor a donor (or an honoree designated by the donor) who contributed to financing the renovation or remodeling of the Interior Space.
- (b) in recognition of members of the University faculty, staff, or administration whose services were identified with the functions of the Interior Space.

A Commemorative Plaque may be installed on or near Plantings or Objects to honor a donor (or an honoree designated by the donor) or to recognize members of the University faculty, staff, or administration.

Renaming facilities

The length of time a name will remain on a Facility will be determined on a case-by-case basis and outlined in the donor agreement.

In the case of naming a Facility, unless otherwise authorized by the Board and except as otherwise provided in this policy, procedure, or guideline, the name of the donor or honoree should be effective for a maximum of twenty (20) years. After the time outlined in the gift agreement, the university may rename the facility using the current policy, procedures, and required funding levels.

When a facility or area is proposed for renaming, university officials will make reasonable efforts to inform the original donors, honorees, or members of their immediate family.

Under these procedures and guidelines, existing named structures can be renamed for donors and donor entities contributing at approved funding levels. Care and sensitivity must be exercised when renaming a facility. Existing named structures may be renamed if the building is comprehensively renovated.

When a facility is renamed, every effort should be made to preserve the historical name or names with appropriate signage. Minimally, the historical uses and names of an existing facility that is renamed shall be permanently recorded on a suitable marker or plaque at or near the main entrance.

Removal of a Name

The university reserves the right to remove naming if the namesake commits acts of conduct deemed detrimental to the reputation of the University of Illinois Springfield, its employees, and/or students. In these extreme circumstances, removing a name from a facility or program may be necessary. This should be done judiciously and involve the Chancellor, Legal Counsel, the President, and the Board of Trustees.

Restrictions—Campus Landmarks

In some instances, facilities, land, and features on campus may never be named due to their historic nature as campus landmarks. The Chancellor and the Chancellor's Cabinet will determine these landmarks and should review them as needed.

Definitions

- **Commemorative Plaque** means a plate or tablet of metal, stone, wood, or some other material typically attached to a wall or to an object that bears text or an image in memory or recognition of one or more honorees. Commemorative Plaques may honor an individual or group, designate a campus landmark, or highlight a historic event.
- **Eponym** means naming a Program, Facility, Project, or existing Unit to recognize a distinguished individual or donor.
- **Facilities** refer to any building, definable portions of buildings, structure, street, drive, landscaped area, open space, geographical areas, physical improvement, or other property under the administrative control of the University.
- **Interior Spaces** means spaces inside university buildings, such as rooms, lounges, laboratories, performance spaces, and lecture halls.
- **Naming** specific to this document refers to honoring or memorializing individuals, corporations, foundations, and/or organizations.
- **Objects** include, but are not limited to, benches, fountains, pavilions, and sculptures.
- **Plantings** include but are not limited to flowers, shrubs, and trees.
- **Programs** refers to any academic or non-academic program, school, college, institute, center, etc., but does not include endowed faculty positions (e.g., chairs, professorships, etc.) or named funds to support students (e.g., scholarships, fellowships, awards, etc.).
- **Project** means a defined initiative or undertaking that is neither a Unit nor a Program; is not intended to have permanence; is not formally organized; may be funded by either a donor gift or a sponsored grant; and may be but is not necessarily named a “center” or “institute.”

- **Unit** means a division of the university to which academic appointments can be made and to which resources can be allocated, including departments and similar units, centers, institutes, schools, and colleges. The term "Unit" does not include centers and institutes that are reasonable and moderate extensions of existing curricula, research, or public service programs that directly relate to an existing Unit or are otherwise Programs or Projects.

Exception

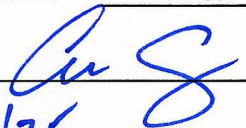
There may be instances where exceptions to the procedures and guidelines above are granted. The Vice Chancellor for Advancement, in conjunction with the Chancellor, will review and approve these.

Contact

Questions regarding these Procedures and Guidelines may be addressed to:
Vice Chancellor for Advancement, One University Plaza PAC 591; 217-206-6058

Approval

Date approved by Vice Chancellor for Advancement: 9/11/25

Vice Chancellor for Advancement's approval: 

Effective date: 9/11/25