To: Capital Planning Project Specialist, Office of the Vice President for Capital Planning and Facilities (naming@iu.edu)

From:

Subject: Naming Proposal (updated 4-26-22)

Date:

For the submitter’s reference, policies concerning the naming of Indiana University buildings, spaces, and organizations can be found at:

[*https://policies.iu.edu/policies/ua-06-institutional-naming/index.html*](https://policies.iu.edu/policies/ua-06-institutional-naming/index.html)

**In addition to approval from the Naming Committee**, final approval authority for various categories of naming proposals is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objects of Naming / Types of Names** | **Facility – Major** | **Facility – Minor** | **Organization – Major** | **Organization – Minor** |
| **Working**  | VPCPF | Dean (or administrative head)  | President | Provost/Chancellor or EVP Clinical Affairs (specific to naming related to IU School of Medicine) |
| **Administrative** | President | Dean (or administrative head)  | Trustees | Provost/Chancellor or EVP Clinical Affairs (specific to naming related to IU School of Medicine) |
| **Commemorative – Memorial** | Trustees | President | Trustees | President |
| **Commemorative – Benefactor**  | Trustees | President | Trustees | President |

\*The President may reassign the responsibilities of university officers in the event of a reorganization.

1. Describe precisely the physical facility or organization to be named.

For interior building spaces, include the building name, room number, and square footage in the description and attach a floor plan with the location designated. For exterior spaces, describe the location and attach a campus map with the location designated.

1. Provide the exact name to be adopted.
2. What is the basis or reason for the naming? For a **commemorative** naming, why is the proposed name appropriate to the facility or organization?
3. Has the IU Foundation performed due diligence on the background of an individual for whom a space or organization is to be named? Are there any controversies which need to be considered?
4. For a proposed **memorial** naming, is the five-year rule applicable? If so, has it been met?

Please submit a dossier for the proposed honoree that makes a compelling case for the proposed naming. The dossier should include the following: a nomination letter, CV/resume, supporting letters (three internal and three external), and a cover sheet that summarizes the nomination.

\*Please note that to maintain the significance of the honor, the memorial naming of any facility or organization shall remain a rare method of honoring individuals. Ordinarily, a memorial honoree would have previously received (including posthumously) other prestigious university honors, and there would be a compelling reason that the further recognition of a memorial naming is appropriate.

1. For **benefactor** naming, what is the amount of the gift? Please provide the terms of the gift agreement as well as the payment schedule. If this is an estate gift, please provide the NPV at the anticipated date of gift fulfillment.
2. For **facility** naming, have relevant square footage calculations been vetted with the Vice President for Capital Planning and Facilities?
3. Has the IU Foundation approved the amount as appropriate for the naming opportunity?

Has the NPV of an estate gift been pre-approved by the president of the IU Foundation?

1. For **major** **commemorative** gifts, has the pre-approval proposal been submitted and approved by the committee?
2. Has the relevant department, school, and provost or chancellor been consulted and pre-approved the naming?

\*Please note that the University Naming Committee will only accept naming proposals from the provost, a chancellor, a vice president, the president of the IU Foundation, or the president of the university.

1. Has the gift agreement with the Foundation been concluded?
2. Is the facility or organization to be named healthcare related? If so, have discussions been undertaken with IU Health?
3. If the naming is for someone other than the donor, do we have written permission from that person or their authorized representative?