

NAMING UCSD FACILITIES, PROGRAMS, AND PROPERTIES

I. REFERENCES AND RELATED POLICIES

- A. [University of California, Office of the President, Policy on Naming University Properties, Academic and Non-Academic Programs and Facilities \(12/2002\)](#)
- B. [University of California, Office of the President, Delegation of Authority, Policy on Naming University Properties, Programs, and Facilities \(10/1993\)](#)
- C. UCSD Policy and Procedure Manual (PPM)
 - [230-8](#) Endowed Chairs and Professorships
 - [410-4](#) Policy and Guidelines for Minimum Gift Levels and Naming Opportunities
 - [420-6](#) UCSD Policy for Commemorative Installations:
 - [420-10](#) UCSD Signage Policy

II. BACKGROUND

UCSD has a long-standing tradition of naming facilities, programs, and properties in honor of persons or entities that have made important contributions that enable the teaching, research, and public service mission of the University. The requirements for naming are different depending upon whether or not a gift is involved. Consistent with UC policy on naming (see Section I.A. above) for cases in which a gift is not involved, a naming proposal may be made two years after the individual's retirement, separation or death.

The Regents have delegated responsibility for naming University land reserves, buildings, major centers of activities and other highly visible properties, and major or multicampus programs or facilities to the President, with subsequent partial redelegation to the Chancellor. The Chancellor is responsible for the naming of streets and roads, portions of buildings, small outdoor areas and other minor properties, and single-campus programs or facilities. The Chancellor has established the Naming Committee to advise on naming proposals.

III. POLICY

All naming in recognition of an honoree must be consistent with the University's role as a public trust. Accordingly, all naming proposals shall be reviewed by the Chancellor and approved in accordance with this policy and related University policies.

To ensure a thorough analysis of the merits of naming proposals, and to enable a consultation process that provides the benefits of "collective institutional memory" and broad campus perspective, the Chancellor shall appoint a standing committee on naming to include faculty and staff representation that reflects wide-ranging institutional interests. The committee shall comprise nine members and will typically be chaired by an academic administrator. To ensure continuity and to attain seasoned perspectives, membership shall be for an indefinite duration. In the event that a member wishes to discontinue or is unable to serve, the committee chair shall inform the Chancellor and a new member will be appointed; nomination of a faculty member to

this committee shall entail consultation with the Academic Senate Committee on Committees. Upon selection of another member, the Chancellor will issue a new charge letter.

The following guidelines apply to names proposed for facilities, programs, and properties at UCSD.

IV. GUIDELINES AND PROCEDURES

- A. Proposals for naming facilities, programs, and properties at UCSD should be submitted to the Chancellor, who will convey proposals to the Naming Committee for its advice and recommendation.
- B. Following consultation, the Chair of the Naming Committee will send its recommendation to the Chancellor.
- C. Upon review of the Naming Committee's recommendation, the following actions will occur:
 1. For cases in which the President must take action on a recommended name for a University land reserve, building, major center of activity or other highly visible property, or major or multicampus program or facility, and the recommendation is associated with an honoree or entity that has provided a gift to the University, External Relations will prepare the required information to be presented to the President to secure approval of the proposed name.
 2. For cases in which the President must take action on a recommended name for a University land reserve, building, major center of activity or other highly visible property, or major or multicampus program or facility, and the recommendation is NOT associated with an honoree or entity that has provided a gift to the University, the Chancellor's Office will prepare the required information that to be presented to the President to secure approval of the proposed name.
 3. For cases in which the Chancellor is authorized to approve names (i.e., streets and roads, portions of buildings, small outdoor areas and other minor properties and single-campus programs or facilities), the Chancellor's Office will notify the appropriate offices in writing.
 4. For cases in which a proposed generic name is advanced through the Capital Improvement Program (CIP) process (e.g., Biomedical Library, Social Science Building), the Chancellor's approval of the CIP will suffice and further action by the Naming Committee may not be required.
- D. The Chancellor's Office will be responsible for informing Physical Plant Services and Campus Planning of all approved names to enable implementation and installation of appropriate signs and to be assured that the campus capital inventory is updated.
- E. Public announcement or publication of names shall occur only after authorized approval of the proposed name by the President or Chancellor.