

**MORGAN STATE UNIVERSITY  
POLICY ON THE NAMING OF UNIVERSITY  
BUILDINGS, FACILITIES AND GROUNDS**

**I. IN GENERAL**

It is the policy of the University to name certain of its buildings, parts of buildings, roads, and plazas in honor of friends, benefactors, and persons who have made substantial contributions to the University, to higher education, and/or to society in general.

**II. AUTHORITY TO NAME**

The authority for naming University buildings, facilities and grounds is vested in the Board of Regents. All decisions concerning the naming of University facilities are subject to the review and approval of the Board of Public Works. The Finance and Facilities Committee of the Board of Regents has responsibility for evaluating proposed names for buildings, facilities, and grounds. This policy neither constrains the authority of the Board, nor supplants the responsibility of the Board or its Finance and Facilities Committee.

The President has the responsibility for evaluating proposed names for parts of buildings and facilities and shall apprise the Board of Regents of his or her action. For the purposes of this policy, examples of parts of buildings and facilities are conference rooms, laboratories, auditoriums, etc.

**III. UNIVERSITY ADVISORY COMMITTEE ON THE NAMING OF UNIVERSITY BUILDINGS, FACILITIES AND GROUNDS**

**A. Role**

There shall be a University Advisory Committee on the Naming of University Buildings, Facilities, and Grounds (hereinafter referred to as "University Facilities Naming Advisory Committee"). The University Facilities Naming Advisory Committee shall advise the President on the appropriateness of proposed names for buildings, facilities, and grounds at Morgan State University. This procedure is based on the premise that the Board of Regents and its Finance and Facilities Committee look to the President for guidance in naming buildings, facilities and grounds at the University. The collective term "buildings, facilities, and grounds" shall hereinafter be referred to as "Facilities" and shall be deemed to refer to whole buildings, streets, plazas and other whole facilities on campus.

**B. Composition**

The University Facilities Naming Advisory Committee shall be composed of the following 9 persons:

Vice President for Academic Affairs  
3 Faculty Representatives  
Vice President for Finance and Management  
Vice President for Institutional Advancement  
Chair of the University Council  
1 Student Representative  
1 Alumni Representative

**C. Guidelines**

1. The Vice President for Institutional Advancement shall serve as the Secretary of the University Facilities Naming Advisory Committee and shall receive all communications to the Committee, including recommendations for the naming of Facilities.
2. When the President and the University Facilities Naming Advisory Committee determine that it is appropriate and feasible, constituencies of the campus community may be given an opportunity to react to a naming proposal.
3. Ideally, the permanent names for newly-constructed Facilities are selected during the planning and design phases of the Facilities. However, when this is not possible and a name is needed for identification purposes, only a generic name shall be used, thus reserving the prerogative for name selection at a later date. Examples of such names are: Music Building, University Library, North Hall, etc.

**IV. GUIDELINES**

In considering naming proposals for Facilities, the University Facilities Naming Advisory Committee shall adhere to the following guidelines:

- A. Academic Facilities may be named on the basis of primary academic use, location, or for a person.
- B. Non-academic Facilities may be named on the basis of primary use, location, a person, or in the case of athletic facilities, in recognition of the primary sport conducted therein.
- C. Facilities shall only be named after persons whose lives, work, or activities exemplify values for which Morgan State University stands. The following criteria are suggested:

1. Staff, faculty or alumni so recognized should be prestigious and have made major contributions of a scholarly, professional and/or public service nature.
2. The University may name facilities after persons who have made distinguished achievements and/or have made significant contributions to society.
3. Facilities may be named for persons or organizations responsible for the donation of a "substantial gift" to the University. The term "substantial gift" in this context is deliberately not defined by arbitrary standards or a specific dollar amount. Its interpretation is intended to be flexible so that each donation may be judged on its own merits and by giving consideration to contributions of personal services, monetary gifts and in-kind gifts.

In determining whether to recommend Facilities to be named for a person or organization responsible for donating a "substantial gift", consideration should be given to a number of factors in addition to the monetary value of the gift, including but not limited to: contributions previously made by the donor, the purpose for which the gift was made, and the proportional relationship of the gift to the construction project for which it is intended. For example, a donor who has a record of having made several major gifts to the University may be considered for an honor even though a single gift may not be considered "substantial". Further, a gift that is considered substantial in the context of one construction project may not be in another. "In-kind" contribution or long periods of dedicated service may also be given consideration.

4. The provision of a gift to the University does not give the donor automatic eligibility to have facilities named after the donating entity.
5. Buildings, facilities and grounds shall not be named after currently serving State or University employees.

## **V. BOARD OF REGENTS CONSIDERATION AND ACTION**

### **A. President's Report to the Board of Regents Regarding the Naming of Facilities**

After receiving and considering the recommendation from the University Facilities Naming Advisory Committee, the President shall formulate and provide the Board of Regents Finance and Facilities Committee with a

recommendation for each naming proposal.

**B. Board of Regents Consideration and Action**

The Board of Regents shall review and consider the President's recommendation(s) and approve or disapprove each recommendation. The recommendation of the Board of Regents shall be submitted to the Board of Public Works for final approval.