

Temporary Naming of University Facilities and Properties

Policy No.: 850-15

Effective: 1/15/04

POLICY:

The Board of Trustees of the California State University retains authority for naming all CSU facilities and properties; i.e., all buildings; major portions of buildings; university or college streets or roads; stadium and baseball fields and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; and all other highly visible facilities and properties.

The Board of Trustees of the California State University delegates to the Chancellor the authority to name individual rooms, limited areas and individual items or features, limited outdoor areas, and other minor properties. The Chancellor is also delegated the authority to approve temporary naming's for a facility or property reflecting natural or geographic features, or reflecting a traditional theme of a university. The Chancellor has delegated to the campus presidents the authority to approve temporary naming's for a facility or property, reflecting natural or geographic features, or reflecting a traditional theme of a university. Each proposal for naming a CSU facility shall be considered on its own merits. In all cases, due diligence must be performed and observed to ensure that names given are appropriate to the University.

The temporary name of a Cal State Northridge facility must meet one or more of the following criteria:

- It should reflect natural or geographic features associated with the San Fernando Valley and its immediate environs.
- It should reflect a traditional theme of the university.

In special circumstances the President may waive any or all of the above criteria.

PROCEDURES:

Faculty, administrative personnel, support staff, students, or members of the community, or groups of such persons, may submit requests to name a specific facility or property on the campus. The following procedure will be observed when submitting such a proposal for a temporary naming of a Cal State Northridge facility or property:

The request to name a specific facility or property shall be submitted to the Vice President for University Advancement. Each naming request must:

1. Demonstrate compliance with this policy.
2. Succinctly state reasons for the proposed temporary name.
3. Name the constituent group(s) or individual(s) proposing the request and recommending that the campus President approve the request.
4. Ensure that all participants involved in this process remember that confidentiality is required.

5. Identify the "special circumstances" when requesting a waiver of policy, if any.

Upon receipt of the naming request, the Vice President for University Advancement will convene a review panel.

The panel shall consist of:

1. Vice President for University Advancement or designee;
2. Provost and Vice President for Academic Affairs or designee;
3. Vice President for Student Affairs or designee;
4. Vice President for Administration and Finance or designee;
5. One faculty member of the Campus Planning Board;
6. President of the Faculty or designee;
7. President of the Associated Students or designee;

The panel will ensure that each of the constituencies represented by its membership have been consulted in this process.

If the President approves the request for the temporary name of a major facility, appropriate announcements of the approval will be prepared by University Advancement staff.

Confidentiality is to be maintained on all requests submitted.

RESPONSIBILITIES:

The Office of University Advancement is responsible for administering the policies and procedures contained herewith.

REFERENCES:

[Executive Order 713](#), Delegation of Authority - Naming of CSU Facilities and Properties.

FURTHER INFORMATION:

Office of University Advancement, (818) 677-4400

Office of Facilities Management, (818) 677-2561

APPROVED BY THE PRESIDENT