



## **POLICY STATEMENT**

**for**

### **Naming and Plaquing of Shippensburg University Facilities**

**SU Policy Number: 101-005**

#### **1.0 PURPOSE**

The purpose is to announce the university's policy and procedures for the naming of university facilities and sub-spaces, and the areas of campus grounds and landscapes, hereinafter referred to inclusively as "university facilities."

#### **2.0 SCOPE**

This policy applies to the naming of any existing or future university facilities, any areas within existing or future university facilities, any existing university facilities which have undergone major renovations, and/or attributes of Shippensburg University. Naming may memorialize the contributions of an individual, family, foundation, or corporate entity, hereinafter referred to as the "honoree". Any naming will follow this policy, inclusive of plaquing of any kind on or within any university facilities.

This policy does not address the naming of any existing or future campus memorial, which is detailed within Memorials on the Campus of Shippensburg University, Policy Number 101-006. A campus memorial may be in the form of any public artwork, structure, sculpture, monument, tree, garden, water feature, or other tangible object(s) that commemorates, honors, or preserves the memory of an individual, group, or ideal.

#### **3.0 PROCEDURES**

##### **3.1 Proposal Submission**

- 3.1.1 All proposals must be submitted to the Office of the President for consideration.
- 3.1.2 At the discretion of the President, an ad hoc committee may be formed to review a proposal and make recommendations to the President. The President may select stakeholders including by not limited to the Shippensburg University Foundation and Shippensburg University Council of Trustees.
- 3.1.3 The President will notify individuals of the outcome.

### 3.2 Selection Criteria

- 3.2.1 The following criteria will be used as a guide for determining the appropriateness of commemorating or recognizing an honoree:
- 3.2.2 The honoree has demonstrated outstanding service and/or generosity to the University.
- 3.2.3 The honoree has served with distinction as a faculty member, administrator, student, president, or trustee.
- 3.2.4 The honoree has contributed substantially to the development and mission of the University.
- 3.2.5 The honoree's life and actions epitomize the values the University community reveres.
- 3.2.6 In almost all cases, the honoree, or through the contributions of other individuals or entities, has made a generous donation toward the renovation of an existing university facility, the construction of a new university facility, or other significant university facility or programmatic enhancement at Shippensburg University.
- 3.2.7 The funding requirements for naming university facilities will be evaluated on an individual basis, with the appropriate gift-to-project and/or gift-to-impact ratio being strongly considered.

### 3.3 Naming Conventions

- 3.3.1 The President will determine the final naming convention of a university facility in consultation with the Shippensburg University Foundation and the Shippensburg University Council of Trustees.
- 3.3.2 A previously named university facility may be renamed only when the building is renovated completely at the end of its useful life or for programmatic requirements, and/or when the previous name loses its distinction or significance to the institution.
- 3.3.3 In rare cases, an honoree's name could also be added to an existing name. The name of the university facility would be hyphenated to contain both names.

## 4.0 **RESPONSIBILITIES**

### 4.1 The Proposer

- 4.1.1 The proposer, whether the honoree, other individuals, or entities, shall submit a proposal to the Office of the President.

### 4.2 The Office of the President

- 4.2.1 The Office of the President may form an ad hoc to review a proposal.
- 4.2.2 The Office of the President will present accepted proposals to the Council of Trustees for final consideration and approval.

- 4.2.3 The Office of the President will oversee all preparations for any dedication ceremonies or public announcements.
- 4.2.4 The Office of the President will ensure appropriate action is taken regarding the naming of the facility or area, including, but not limited to, installation of plaques, building lettering, and corrections to campus signage.
- 4.3 The Shippensburg University Council of Trustees
  - 4.3.1 The Council of Trustees will review and act on proposals received from the Office of the President.
- 4.4 The Shippensburg University Foundation
  - 4.4.1 Work with the honoree and/or the contributing individuals or entities to align philanthropic goals to a specific university facility or sub-space, determine the required gift amount, and draft the gift agreement.
  - 4.4.2 Receive and invest the gift, track pledge payments, restrict funds to the approved purpose, and trigger any policy remedies if a donor defaults or a revocation clause is activated.

#### RECISSION

#### APPROVALS

Recommended by Executive Management Team 11/25/2025

Approved by President 11/25/2025

#### FILENAME:

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#### DATE:

11/25/2025

#### DISTRIBUTION:

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