[Reviewed with no changes: April 8, 2014]

Angelo State University
Operating Policy and Procedure

OP 32.10: **Naming Subunits of Buildings and Facilities**

DATE: April 8, 2014

PURPOSE: The purpose of this Operating Policy and/or Procedure is to set forth policies and procedures related to naming subunits of buildings and facilities at Angelo State University for retired faculty members and staff employees.

REVIEW: This OP will be reviewed in March of even-numbered years by the executive director of development and alumni relations with recommended revisions forwarded through the vice presidents to the president by April 15th of the same year.

POLICY/PROCEDURE

1. General

Texas Tech University System Regents' Rules, Section 08.05 governs the naming of buildings and facilities.

2. Naming Condition

a. An individual, foundation, or corporation wishing to expand the facilities of ASU may have an area named after the donor provided 50% of the designated area and/or equipment therein is provided by the donor.

b. Subunits of buildings (auditoriums, offices, reading rooms, libraries, conference rooms, laboratories and so forth) may be named after an individual who, as an employee, has provided exemplary service to Angelo State University.

c. These facilities may be named after such persons no earlier than one year following the conclusion of their relationship with the university and system.

d. The ASU president shall recommend to the Texas Tech University System (TTUS) chancellor the naming of subunits of buildings.

(1) The president is authorized to recommend the naming of a subunit of a building for any retired member of the faculty provided that the faculty member has served in the rank of professor or associate professor for a cumulative total of at least fifteen years of distinguished service.

(2) The president is authorized to recommend the naming of a subunit of a building for any retired staff employee provided that the employee has served a cumulative total of at least fifteen years of distinguished service.

3. Procedures for Naming a Subunit in Recognition of a Retired Faculty Member or Staff Employee

a. A recommendation may be submitted by an individual, but it must be routed through the administrative unit most closely associated with the retired faculty member or staff employee. For example, a recommendation to name a subunit for a faculty member in the biology department should be directed to the chair of the biology department. The letter of nomination should include clear rationale and comprehensive supporting information as justification for the nomination.

b. The administrative unit receiving the nomination will review all materials submitted and forward a recommendation through the appropriate administrative channels to the respective vice president.

c. The appropriate vice president will review all materials submitted and forward a recommendation to the president.

d. The president may (1) approve the nomination as submitted, (2) approve a nominee as deserving of recognition but suggest a different form of recognition, (3) solicit additional input, or (4) deny the nomination.

e. Upon approval, the president will submit a recommendation to the TTUS chancellor for recommendation to the TTUS Board of Regents for approval.