
UCLA Procedure 112.1: Requests to Name a Campus Facility in Honor of an Individual

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: Administrative Vice Chancellor's Office
Effective Date: July 1, 1998
Supersedes: UCLA Procedure 830.1, dated 9/1/80

I. REFERENCES

II. BACKGROUND

III. GENERAL POLICY

IV. PROCEDURES

V. ATTACHMENTS

I. REFERENCES

1. Letter to the Chancellors from Vice President William B. Baker, dated June 14, 1996, re: new procedures for submitting proposals for Naming of University Facilities and Endowed Chairs;
2. UCLA Policy 112, Naming of University Facilities and Organizational Units for Individuals.

II. BACKGROUND

The University receives many requests from many sources to name University buildings, portions of buildings, streets, gardens, courts, research units, schools, colleges, clinics, foundations and collections in honor of individuals. The President of the University has full authority to name University properties, programs, and facilities. The President has delegated partial authority to the Chancellor to name minor University facilities, as set forth in UCLA Policy 112, and single campus programs within his jurisdiction after consideration of each proposal on its own merits. Some proposals are suggested in recognition of very significant gifts. Others are suggested in honor of individuals with no gift involved based on the criteria listed in UCLA Policy 112.

III. GENERAL POLICY

All proposals for the naming of a UCLA facility or organizational unit shall be submitted to the Chancellor's Executive Committee for their recommendation.

IV. PROCEDURES

RESPONSIBILITY	ACTION
Requestor	Sends proposal to the Chancellor.
Chancellor	If proposal is appropriate under existing policy, submits request to Chancellor's Executive Committee for comments and recommendations.
Chancellor's Executive Committee	Reviews proposal and makes recommendations to Chancellor.

RESPONSIBILITY	ACTION
Chancellor	Forwards proposal to President in the form of a Presidential Action Item, as per procedures outlined in Vice President Baker's letter to the Chancellors (see I.1) or acts on the proposal as appropriate in accordance with UCLA Policy 112.
	When final decision is made, notifies honoree or appropriate family member, the Development Office, campus departments, and the requestor.

V. ATTACHMENTS

A. Naming of University Properties, Programs and Facilities – Sample Proposal Format

Issuing Officer

/s/ Peter W. Blackman

Administrative Vice Chancellor

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**

ATTACHMENT A**Naming of University Properties, Programs, and Facilities**
Sample Proposal Format

Campus: _____

Approved for Campus by: _____

Date Submitted: _____

Item for Action**Naming of** _____ (surname of honoree),**College/School of** _____, _____ **Campus.**

The Chancellor recommends to the President that the _____ [entity to be named] _____,
College/School of _____, _____ Campus, be
named the _____, in recognition of a gift [or contingent on
fulfillment of a pledge] to [the Regents or the _____ Foundation] of \$ _____
from _____ [name of donor] _____.

Background

The _____ campus proposes that the [entity] be named the [proposed name of entity],
[in recognition of a gift of (or) contingent on fulfillment of a pledge of] \$ _____ from
[name of donor (s)] to [the Regents or the _____ Foundation].

Action will be released to the public by the campus immediately following the President's action
(or alternate time specified).

[pertinent information about the gift, pledge-payment schedule, fundraising campaign or other information about the entity to be named].

[information about the honoree].

[information about the donor, if different from the honoree].

The proposed naming has been approved by the [committee that advises the Chancellor].

Reminder

[All documents pertaining to the gift and to the chair or professorship must be signed by the donor and must be submitted together with the campus draft of the proposed Action Item for the Establishment and Naming of the Endowed Chair or Professorship (the footnote re: release of the Action to the public must appear on each page). Items are not considered received in the Office of the President until all applicable background documents have been received.]