
UCLA Policy 113: Memorial and Honorific Objects

Issuing Officer: Vice Chancellor & Chief Financial Officer

Responsible Dept: Capital Programs, Design Services

Effective Date: August 21, 2013

Supersedes: New

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I. REFERENCES

1. UC Policy on Naming University Properties, Academic and Non-Academic Programs, and Facilities;
2. UC Policy on Use of University Properties, Policy 40.00;
3. UCLA Policy 112, Naming of University Facilities and Organizational Units for Individuals;
4. UCLA Procedure 112.1, Requests to Name a Campus Facility in Honor of an Individual.

II. PURPOSE

This Policy sets out standards for the submission of proposals to memorialize or honor individuals, groups, or events important in University history and tradition. This Policy establishes the criteria, authority, and procedures for approving such proposals. For the purposes of this Policy, Memorial and Honorific Objects will be referred to jointly as Memorial Objects.

This Policy does *not* address the following:

1. Naming of University properties, facilities, or academic or non-academic programs in honor of a person or entity. For such naming actions refer to UC and UCLA Policy on Naming (see References 1 and 3);
2. Memorial Objects proposed to be installed or displayed within a UCLA building, other than Highly Visible Interior Public Spaces. For such proposals, contact the appropriate Building Steward;
3. Sculptures intended for artistic purposes. For such proposals, contact Capital Programs; or
4. Temporary Structures. See UCLA Procedure 850.1, Placement of Temporary Structures on the UCLA Campus.

III. DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

Building Steward means a dean, chief administrative officer, chair, or similar official with principal administrative responsibility for a school or department building or facility on UCLA Property.

Exterior Public Space means an outdoor space on UCLA Property that is open and accessible to the public.

Highly Visible Interior Public Space means interior spaces that have a visible presence to the campus, whether through large expanses of glass or windows or because they serve a large public function such as at Royce Hall or Ronald Reagan UCLA hospital.

Memorial and Honorific Object means a plaque or other object that includes an inscription and or image, intended to memorialize or honor an individual, group, or event. Such other objects include, but are not limited to monuments, benches, stones, sculptures, fountains, or any other representation to be affixed, installed, or placed on UCLA Property.

UCLA Property means UCLA campus property, including, but not limited to, campus buildings, structures and facilities, parking structures and surface lots, grounds areas, and off-campus buildings and facilities that are operated as part of the UCLA campus.

IV. STATEMENT

UCLA does not promote the installation of any Memorial Object on UCLA Property and is committed to protecting its Exterior and Highly Visible Interior Public Spaces. A rigorous approval process has been established for proposals that, at a minimum fulfill the criteria set out below. Accordingly, no Memorial Object may be affixed, installed, or placed on UCLA Property except as it has been approved in advance, in accordance with the requirements set out in this Policy. This includes proposed donor recognition plaques, Memorial Objects that are part of or in connection with a gift/gifts being made to UCLA.

A. Memorial Object Criteria

The department, unit, or individual proposing to affix, install or place a Memorial Object must complete a proposal form (see Attachment A, Proposal Form for Memorial or Honorific Objects) or equivalent document that contains the required information. The proposal must describe the subject - individual - group - or event of the Memorial Object. Designated campus officials will determine if the subject is deemed significant to merit memorialization based on the following criteria:

1. The subject must be directly and without doubt affiliated with UCLA and have contributed to the mission of UCLA – Education, Research, Service, in an extraordinary manner that has national or international value; or
2. An historic event occurred on the campus that has national or international importance worthy and appropriate for permanent remembrance.

In addition, designated campus officials will evaluate the proposal per the following criteria in determining the suitability of the proposed Memorial Object:

- Does the Memorial Object satisfy the aesthetic, safety and maintenance requirements or concerns of UCLA Facilities Management and Capital Programs (Campus Architect)?;
- Does the Memorial Object violate any UCLA time, place and manner use of properties policies and guidelines, and related University policies?;
- Is there an appropriate location for the Memorial Object?; and
- Confirmation that funds for manufacturing, installation and maintenance of the Memorial Object will be provided for in perpetuity, as well as for any related dedication ceremony.

B. Disqualifying Criteria

Disqualifying criteria include any content of the proposed Memorial Object and attendant ceremonies anticipated in connection with the dedication of the Memorial Object, that conveys or that may reasonably be construed as conveying any political, religious, or commercial message, or unauthorized endorsement, sponsorship or favoritism by the University, or otherwise deemed inappropriate. Such content would be in violation of University policy.

C. Responsibilities

Pursuant to the authority delegated to the Chancellor for naming, the authority to reject or approve and forward to the Chancellor’s Executive Committee for the consideration of proposals for Memorial Objects is hereby delegated to the Vice Chancellor and Chief Financial Officer or equivalent position responsible for Capital Programs. The Vice Chancellor may redelegate certain responsibilities to other campus officials as appropriate, to facilitate timely and thorough review of proposals.

If an unapproved Memorial Object is affixed, installed, or placed on UCLA Property, the Vice Chancellor is authorized to initiate a process to have it removed at the expense of the person(s) or unit that made the unauthorized placement.

A proposal that the Vice Chancellor determines to merit further consideration will be forwarded to the Chancellor’s Executive Committee, who will make the final decision to approve or reject the proposal.

When a donor proposes a Memorial Object in connection with a gift being made to UCLA, Vice Chancellor of External Affairs or equivalent position will be responsible for forwarding the proposal to the Vice Chancellor. No commitment for a Memorial Object may be made, until the appropriate campus officials have been consulted and final approval given.

D. Related University Policies

University policy statements regarding the use of University properties which are relevant to this Policy include:

- As a State instrumentality, the University must remain neutral on religious and political matters. *See UC Policy 41.10, University Neutrality on Religious and Political Matters.*
- No display or distribution of political materials, such as posters, notices, handbills and banners, shall be permitted except as specifically authorized by campus regulations concerning the time, place, and manner of exercising rights of speech and advocacy. *See, Guidelines issued by the President to Chancellors, September 18, 1970.*
- The name, insignia, seal or address of the University or any of its offices or units shall not be used for or in connection with political purposes or activity except as consistent with University regulations. *See Guidelines issued by the President to Chancellors, September 18, 1970.*
- All individuals or organizations using University properties and services must avoid any implication that they are sponsored, endorsed, or favored by the University. *See UC Policy 41.00, University Support, Sponsorship, or Endorsement.*

V. PROCEDURES

The following describes the steps to be taken for the consideration of a Memorial Object proposal:

RESPONSIBILITY	ACTION
Department, Unit or Individual Making a Proposal (Proposer)	Prepares a written Memorial Object proposal using the proposal form (Attachment A) or equivalent document, and submits it to the Office of the Vice Chancellor & CFO or equivalent title responsible for Capital Programs.
Vice Chancellor & CFO or equivalent position responsible for Capital Programs - (VC)	Reviews proposal and either rejects it, or decides that it merits further consideration.
	If the proposal warrants further consideration, consults with other campus officials. The Campus Architect and/or designee shall coordinate the consultation process.

RESPONSIBILITY	ACTION
Campus Architect and/or Designee	Reviews the proposal in detail and consults with the Administrative Vice Chancellor, other VCs and additional campus officials involved in the installation, maintenance and overall aesthetic appearance of the UCLA campus. Makes recommendations to accept or reject proposals and includes recommendations on wording, design, size, Memorial Object material, location, and installation, etc. Conveys proposal and recommendations to the VC.
VC	Reviews recommendations and, on the basis of the information provided, either rejects the proposal or submits it to the Chancellor’s Executive Committee for further consideration.
Chancellor’s Executive Committee	Approves or rejects the proposal and directs the VC to proceed accordingly. Approved Memorial Objects may only be affixed, installed, or placed by Facilities Management.
Proposer	In the event the proposal is rejected, may ask for reconsideration by the Chancellor, whose decision in the matter will be final.
VC	Ensures that copies of all proposals and related correspondences, emails, etc. are conveyed to the Chancellor’s Communication Service, as the office of record.

VI. ATTACHMENTS

- A. Proposal Form for Memorial and Honorific Objects.

Issuing Officer

Vice Chancellor & Chief Financial Officer

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

Proposal Form for Memorial and Honorific Objects

UCLA Policy 113, Memorial and Honorific Objects, describes under what circumstances a proposal for a Memorial or Honorific Object in honor or memory of an individual, group, or event may be considered for approval. It is recommended that this Policy be read *before* submitting a proposal. This form may be used or equivalent document that contains the required information for preparing a proposal. If a gift is involved, please contact External Affairs.

Date: _____	
Proposer (Name): _____	Department: _____ (if applicable)
Representing: _____ (if applicable)	
Email: _____	Phone: _____

Type of Memorial Object (please check): <input type="checkbox"/> Bench <input type="checkbox"/> Fountain <input type="checkbox"/> Monument <input type="checkbox"/> Plaque <input type="checkbox"/> Sculpture <input type="checkbox"/> Other (please specify)
Subject of Memorial Object: _____
Description of Subject (attach additional pages as needed): _____
Proposed verbiage on Memorial Object: _____
Suggested location of Memorial Object and reason. _____
Source of funding for Memorial Object design and manufacture, installation and maintenance costs: _____
Is a dedication ceremony planned? If yes, describe including desired date and source of funding: _____

Submit the completed form and any additional pages to:

Office of the Vice Chancellor & Chief Financial Officer
405 Hilgard Avenue
Murphy Hall 2147
Los Angeles, CA 90095
Attn: Memorial and Honorific Objects