



ACADEMY POLICY MANUAL

Policy Title:	Naming of Campus Facilities and Properties
Policy Number:	OP 01-001
Policy Administrator:	President
Policy Initiator:	Interim Vice President for Administration and Finance, Stephen Garcia
Authority:	Executive Order 713
Effective Date:	December, 2011
Revised Date:	
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose

This policy establishes guidelines for the naming of campus facilities and properties. The Board of Trustees of the California State University retains authority for naming all CSU facilities and properties; e.g., 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 delegates to the Chancellor the authority to name individual rooms, limited areas and individual items or features within rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas and other minor properties. The Chancellor has sub-delegated to the Presidents the authority to name individual rooms, limited areas, and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties. The President is sub-delegated authority to approve temporary naming 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 or property 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 intent of the CSU policy is to bring only highly visible facilities and properties before the Board of Trustees.

Scope

Applies to the naming all CSU facilities and properties and applies to any member or group of the university community who wish to submit a proposal. Each proposal shall be considered on its own merits. No commitment for naming shall be made prior to Trustee approval of the proposed name as defined above.

Responsibilities

The President has the responsibility for establishing policy and procedures for naming of campus buildings and properties within the context of Board of Trustee policy to provide an orderly process that assures appropriate consultation.

Policy

The Academy has adopted a policy that follows the criterion outlined by California State University Board of Trustees. The policy allows for recommendations on the naming of specific facilities or properties by any member or group of the university community.

Procedures