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Approved: Robert L. Carothers
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SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

NAMING OF UNIVERSITY FACILITIES

MnSCU Board Policy 6.8, Naming Buildings, Sites, and Common Areas:

The official name of a building or facility shall be determined by the Chancellor upon recommendation by the President of the University involved.

Purpose:

University buildings and facilities are appropriately named for individuals of significant historic stature on the state, national, or world scene, or who have made major contributions directly to Southwest Minnesota State University through service or other means. The process of naming a building or other facility is an important and a final action and will occur only after extensive consideration.

Procedure:

The President of the University is the person responsible for the implementation of this policy. Under normal circumstances, the process shall be as follows:

1. A recommendation for the naming of a building or facility may be made to the President by any person or organization. The recommendation must include a rationale supporting the appropriateness of so naming the building or facility.
2. The President may appoint a member of his/her staff to process the recommendation. That staff member shall submit recommendations received to the President's Cabinet for discussion.
3. Upon recommendation from the Cabinet, the President will appoint an *ad hoc* committee to consider the nomination. The committee shall include faculty recommended by their representative organizations, student, staff, alumni, and representatives from the region. The member of the President's staff assigned to this process shall chair the committee.
4. The committee, after due consideration, will prepare a report and recommendation to the President.
5. The President shall, after consideration of the recommendation and consultation as required, make the decision. As indicated above, building name and designation will be submitted to the Chancellor for approval.
6. When a building or facility is designated, dedication ceremonies will occur in conjunction with the annual spring semester commencement activities or on another appropriate occasion.