

Commemorative Tributes Policy

Subject	Governance and Organization
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100. Introduction and Purpose

This policy guides commemorative naming, including recognition for outstanding service or External Funding to the university as directed by Board of Regents *Policy 1004.1 - Physical Plant- The Naming of Buildings* and Board of Regents *Policy 218 - Institutional Organization*.

Specifically, this policy governs:

1. The commemorative naming of Buildings, portions of buildings, Significant Exterior Spaces, Significant Interior Spaces, streets, or other physical facilities owned by the

State of Montana and under the control of the Montana University System or the university, or the Montana Agricultural Experiment Station.

2. The display of items of recognition, including the erection of walls, plaques, portraits, benches, sculptures, gardens or other memorials honoring individuals, organizations or other entities on university property.
3. Changes in the names for the purpose of commemoration of any unit covered in Board of Regents *Policy 218 - Institutional Organization*, including college, division, school, department, institute, bureau, center, station, laboratory or similar unit.

The MSU Alumni Foundation *Philanthropic Naming and Fund Minima Policy* shall guide commemorative naming recognition for philanthropic support where allowed. Names applied to faculty as well as non-academic positions and programs are documented in a donor (gift) agreement and agreed to by the donor, MSU Alumni Foundation, the MSU Dean and Vice President.

200. Definitions

For purposes of this policy, the following definitions apply:

201.00 Academic Programs: include any degree granting (undergraduate, graduate or certificate) program that has been assigned a unique Classification of Instructional Programs (CIP) code.

202.00 Buildings: physical structures, including all buildings, athletic facilities and their interior spaces, such as theaters and auditoriums owned by the State of Montana and under the control of the Montana University System.

203.00 Entity/Entities: may include but are not limited to public or private corporations, foundations, organizations, individuals or groups.

204.00 External Funding: includes gifts, grants, sponsored projects, or other external funds as defined in the MSU *Classification and Acceptance of External Funding Policy*.

205.00 Items of Recognition: include any form of personalized recognition including recognition walls, plaques, portraits, benches, sculptures, gardens or other memorials placed on any portion of university property or physical structures that commemorate or honor an Entity.

206.00 Positions: professorships, chairs, coaches, or other university positions.

Commented [MMI]: Tracy - LEED Plaques? Not required. Additional award go through CPF. No need to edit here.

207.00 Programs: include non-degree conferring programs including but not limited to lectures, travel awards, research awards, operation and delivery of programs and Dean's Funds for Excellence.

208.00 Significant Exterior Spaces: spaces that are not part of a building but are part of the campus infrastructure including parking lots, assembly areas, lawns or open spaces, walkways, malls, and streets owned by the State of Montana and under the control of the Montana University System.

209.00 Significant Interior Spaces: include auditoriums and theatres with seating of 500 or more. Other interior spaces include libraries, rooms, hallways, floor and features as well as other enclosed spaces within building.

210.00 Units: include departments, schools, colleges, and centers or institutes involved in teaching and research as well as programs subordinate to units and non-academic units.

300. Approvals Required

All commemorative naming must be reviewed and approved per applicable Board of Regents, MSU or MSU Alumni Foundation policy.

Commemorative naming of Buildings, Significant Exterior Spaces, Significant Interior Spaces, Units and Items of Recognition must be reviewed and recommended for approval to the university president by the Commemorative Tributes Committee.

Commemorative naming of Buildings, Significant Exterior Spaces, Significant Interior Spaces and Units must be approved by the Board of Regents as directed by Board of Regents *Policy 1004.1 – Naming of Buildings* and *218 – Institutional Organization*.

Naming of Scholarships, Academic Positions and non-Academic Programs and Positions are guided by MSU Alumni Foundation *Philanthropic Naming and Fund Minima Policy* and approved by the donor, MSU Alumni Foundation, MSU Dean and Vice President. Approval by the university president may be required based on the donor, gift size, gift restriction or other information.

310.00 Approval Process

Any proposal for commemorative naming must be submitted to the Provost and the Dean of the College that has responsibility for the proposed naming or the Vice President for Administration and Finance if the property is a facility that is operated by Auxiliary Services (e.g., residence halls, athletic venues, student union building).

The Commemorative Tributes Committee shall review proposals under this policy and make recommendations to the university president for approval.

To provide for student input, the Commemorative Tributes Committee shall strive to set meetings during the academic year.

After careful review for compliance with Board of Regents *Policy 1004.1 – Naming of Buildings*, the Dean or Vice President of the campus unit benefitting from the commemorative naming shall present a proposal for consideration to the Commemorative Tributes Committee which includes the following:

1. Location of commemoration
2. Type of commemoration (i.e., donor wall, archway, other signage)
3. Name of entity to be commemorated
4. Detailed biography of entity
5. Rationale for commemoration
6. Proposed duration of commemoration

400. Commemorative Tributes Committee

The Commemorative Tributes Committee will consist of the following:

- CEO of the MSU Alumni Foundation, Co-Chair
- Vice President for Administration and Finance, Co-Chair
- Executive Vice President for Academic Affairs and Provost
- Vice President for Research and Economic Development
- Vice President for Student Success
- Associate Vice President for University Facilities Management
- Vice President University Communications
- Director, Campus Planning, Design and Construction
- President, Associated Students of Montana State University

500.00 Criteria for Commemorative Naming

Commemorative naming shall honor Entities that have made significant contributions to the social, academic, scholarly, research, or student life of the university and/or in recognition of substantial External Funding to the university. The contribution for which property is named shall be commensurate with the honor and compatible with the mission of the university. Properties and programs requiring Board of Regents approval of the

Montana University System may not be named or dedicated in honor of a person currently employed by the Montana University System or the State of Montana per the Board of Regents *Policy 1004.1 – Naming of Buildings*.

510.00 Building and Significant Exterior Space Names

The following guidelines should be observed in naming Buildings, Significant Interior Spaces or Significant Exterior Spaces:

1. Entire Buildings, Building additions, or portions of Buildings may be named. Naming exterior entrances should be avoided.
2. The naming of a Building, part of a Building, or other facility or property of the university is a high honor and should not be proposed casually. The honor is reserved for those who have made extraordinary contributions to the university through their achievements in service and/or in External Funding to the university.
3. To merit recognition in the naming of a Building or portion of a building, an individual's relationship to the university should be exceptional in both quality and impact.
4. When External Funding is a factor, the level of contribution needed to name a Building, an addition to a Building, or a portion of a Building (as may be the case in a major renovation project) will vary depending on the financing considerations, purpose, size, prominence on campus, and the level of support needed for construction. Guidelines for gift amounts and pledge terms required for naming Buildings are set forth in the MSU Alumni Foundation's *Philanthropic Naming and Fund Minima Policy*.
5. Names assigned to Buildings are intended to be enduring unless otherwise defined. Changes should be made only when significant modifications occur to the property (such as major renovation or demolition), upon agreement of the honoree, or as a result of other extenuating circumstances. In these cases, Building name changes must be approved by the Commemorative Tributes Committee, university president and the Board of Regents.

520.00 Items of Recognition

Items of Recognition may be approved to commemorate outstanding contributions, either in service or financial support, of Entities. Such tributes should be located inside or outside Buildings or facilities that have strong identification with the Entity being honored. The cost of such plaques, portraits, and miscellaneous recognition items should be borne by donors

interested in the tributes or by the benefiting campus Unit. All designs must be reviewed and approved by the Director of Planning, Design & Construction (University Facilities Management) to assure compliance with the university's master plan.

530.00 Units

A Unit may be named in honor of an individual in recognition of service to the university and/or in recognition of financial contributions sufficient to provide physical facilities and equipment for its academic and/or research programs, or which would provide sufficient income to cover an appropriate portion of the annual operating costs of the Unit, or both.

The name applied to a Unit should be appropriate to its purpose and should reflect honor on the university as well as upon the person for which it is named.

Because named recognition may continue indefinitely, gift funding for a Unit is best accomplished by permanent endowment; however current use gifts are acceptable. If accomplished by a current use gift, the name shall be limited to the term during which the expendable gift provides funding. The policies and procedures for naming a center or institute shall be the same as for naming other Units of the university. Guidelines for gift amounts required for naming departments, schools, colleges, institutes, centers or other academic components are set forth in the MSU Alumni Foundation's *Philanthropic Naming and Fund Minima Policy*.

540.00 Removal of a Commemorative Tribute

Situations occur that warrant the removal of a commemorative naming including but not limited to: violation or expiration of the terms of the gift agreement; the honoree or donor has acted in a manner which has an adverse impact on the reputation of the university (as defined in BOR Policy 1004.1); or significant changes to the property or program such as major renovation, replacement, demolition or elimination of all or part of an institution.

600.00 Internal Control/Enforcement

The university president is responsible for the approval of commemorative tributes on the MSU campus, and the implementation of the policies related thereto.

700.00 Commemorative Tributes Decision Matrix

Authority Reference Policy Guidance	Board of Regents Approval Required		MSU president Approval Required	MSUAF Donor, Foundation and Beneficiary MSU Unit Leader Approval Required
	Policy 1004.1 Naming of Buildings	Policy 218 Institutional Organization	Commemorative Tributes	Philanthropic Naming and Fund Minima
Academic Program			Discouraged	
Academic Units subordinate to colleges, schools, departments and centers			X	
Assembly Areas			X	
Athletic Fields	X		X	
Athletic Stadiums	X		X	
Atrium Exterior Doorway			Discouraged	
Auditoriums w/ seating capacity of 500+	X		X	
Benches			X	
Buildings	X		X	
Centers	X		X	

Chair – Presidential or Faculty				X
Classroom			X	
Colleges	X		X	
Conference Rooms			X	
Departments			X	
Director				X
Faculty Award				X
Fellowship				X
Fellowship – Graduate or Post-Doctoral				X
Floors			X	
Gardens			X	
Hallways			X	
Internal libraries			X	
Laboratory		X	X	
Lawns			X	
Malls			X	
Memorials			X	
Misc Items of Recognition			X	
Non-Academic Staff Position				X
Parking Lots			X	
Plaques			X	
Professorship				X
Recognition Walls			X	

Scholarship - Undergraduate or Graduate				X
Schools	X		X	
Sculptures			X	