



## ADMINISTRATIVE PROCEDURE

---

**TITLE: Naming of Facilities and Other Entities** *(was Naming of Facilities and Entities)*

**ADMINISTRATIVE PROCEDURE # 6620** *(was 3650)*

**RELATED TO POLICY # 3650 NAMING OF FACILITIES AND OTHER ENTITIES**

---

### **A. Submission of Naming Proposals:**

1. Any individual or organization interested in proposing a name for a facility, program, scholarship, or other entity at Umpqua Community College (UCC) must submit a formal proposal to be vetted by the Office of Advancement who will then submit final proposal to the Office of the President.
2. The proposal should include the proposed name, rationale for the naming, and any supporting documentation or endorsements.
3. The UCC Foundation in collaboration with the Office of the President may develop criteria for naming as a reflection of a major donor gift, for any individual project.

### **B. Review and Evaluation:**

1. The Office of the President shall evaluate each proposal based on the criteria outlined in the UCC Naming Policy.
2. The Office of the President may request additional information or clarification from the proposer if needed.

### **C. President's Review and Approval:**

1. The UCC President shall review the proposal submitted by the Office of Advancement and make a determination based on the established criteria.
2. If the President approves the naming proposal, it shall be forwarded to the UCC Board of Education for final approval.
3. If the President does not approve the naming proposal, the proposer shall be notified of the decision along with any feedback or recommendations for revision.

### **D. Approval Process:**

1. Proposals may originate from the college administration, faculty, staff, students, alumni, donors, or other stakeholders to be submitted to the UCC President for approval.
2. The UCC President shall submit a recommendation to the UCC Board of Education for consideration and final approval.
3. The Board of Education shall review the UCC President's recommendation and make a determination based on the criteria outlined in the accompanying Board Policy 6620.
4. Final approval of the UCC President's recommendation rests with the UCC Board of Education. If the Board approves the President's recommendation, the name shall be formally adopted, and appropriate measures for recognition and acknowledgment shall be implemented.

**E. Recognition and Acknowledgment:**

1. Upon approval of the naming proposal, the Office of the President shall coordinate with relevant departments to ensure appropriate recognition and acknowledgment of the individual or organization being honored.
2. Recognition may include signage, plaques, ceremonies, press releases, or other forms of public acknowledgment as deemed appropriate by the President and the Chief Advancement Officer.

**F. Documentation and Record-Keeping:**

1. The Office of Advancement shall maintain comprehensive records of all naming proposals, evaluations, recommendations, and approvals.
2. Documentation shall be retained in accordance with UCC's records management policies and procedures.

**G. Appeals Process:**

1. In the event that a naming proposal is not approved, the proposer may appeal the decision by submitting a written appeal to the Office of Advancement.
2. The President shall review the appeal and may convene a committee to reconsider the proposal.
3. The decision of the President following the appeals process shall be final.

**H. Removing or changing a Name**

1. The College may, in its sole discretion, change the name or remove a name from a facility or other entity if the facility or other entity is destroyed, razed, or must be substantially remodeled or rebuilt for any reason.

2. The College may change or remove the name if the name no longer appropriately represents the core values of the institution.

**REFERENCES: ORS 341.290**

**RESPONSIBILITY:**

The College President, in consultation with the Chief Advancement Officer, is responsible for implementing and updating this procedure.

---

**NEXT REVIEW DATE: 2025-2026**

**DATE OF ADOPTION: 11/27/2018 by CC**

**DATE(S) OF REVISION: 3/11/2024 by CC and Chief Advancement Officer**

**DATE(S) OF PRIOR REVIEW:**