



Montana State University > Policy and Procedures > Commemorative Tributes Policy

Commemorative Tributes Policy

Subject: Commemorative Tributes

Policy: Commemorative Tributes Policy

Revised: New

Effective Date: October 1, 2007

Review Date: ~~October 2010~~

Responsible Party: Legal Counsel

100.00 Introduction and Purpose: This policy governs the commemorative naming of 1) buildings, portions of buildings, streets or other physical facilities, significant exterior spaces owned by 1) the State of Montana under the control of the Montana University System or 2) the university, agricultural experiment station or research center; 2) the display of items of recognition, including the erection of recognition walls or hanging of plaques, portraits or other memorials honoring individuals, organizations or other entities on university property; and (3) the naming of specific academic units or academic positions in honor of individuals, organizations or other entities.

200.00 Definitions: For purposes of this policy, the following definitions apply:

201.00 “Academic components” means units, departments, schools, colleges, centers or any part of an academic program.

202.00 “Academic positions” means professorships, chairs or other positions related to the academic programs of the university.

203.00 “Buildings” means physical structures and includes all buildings, athletic facilities and significant interior spaces, such as theaters and auditoriums that seat more than 250 people, owned by the State of Montana and under the control of the Montana University System.

204.00 “Items of recognition” means displays, including recognition walls, plaques, portraits or memorials placed on any portion of university property that commemorate or honor individuals or organizations.

205.00 “Significant Exterior Spaces” means spaces that are not part of a building, but are part of the campus infrastructure including parking lots, assembly areas, malls, and streets owned by the State of Montana under the control of the Montana University System.

300.00 University Approval Required. Any commemorative naming of buildings, physical facilities, specific academic components or positions, and displays or erection of plaques, signs, and portraits as a commemorative tribute to a person, organization or other entity must be approved in advance by the Commemorative Tributes Committee.

310.00 **Regents Approval.** Buildings and significant exterior spaces named after or dedicated in honor of a person, organization or other entity must be approved by the Board of Regents unless named for an academic field or designated by a functional description.

320.00 **Approval Process.** Any proposal for commemorative naming must be submitted to the dean of the college that has responsibility for the proposed named property or the vice president for student affairs if the property is a facility that is operated by Auxiliary Services (e.g., residence halls, athletic venues, student union building, etc). It is recommended that the proposer obtain university approval for the naming proposal before notification of the honoree. The proposal shall identify the property, describe the proposed commemorative tribute and information about the person to be honored and their contributions to the University. The University Commemorative Tributes Committee shall review proposals for commemorative tributes under this policy and for making recommendations to the president. All naming shall be evaluated in terms of its consistency with the university’s strategic planning, facilities planning and fundraising priorities.

After review, the president will approve or disapprove the commemorative tribute and submit his/her approved proposals for commemorative tributes to the Board of Regents, if required under Regents policy. The President, upon the recommendation of the Commemorative Tributes Committee, will approve the erection of plaques, permanent signs and other memorials (such as bricks and benches), and the commissioning and hanging of portraits related to the naming.

400.00 Commemorative Tributes Committee. The Commemorative Tributes Committee will consist of the following:

| President of the MSU ~~Alumni Foundation~~ ~~and Vice President for Development~~, Chair
Provost and Vice President for Academic Affairs

| Vice President for Student ~~Affairs~~ Success

| Vice President for Administration and Finance

| Vice President for Research, Creativity and Technology Transfer

| ~~Vice President for Intercampus Affairs~~

| Chair of the University Facilities Planning Board