

# STOCKTON UNIVERSITY

## PROCEDURE

### **Naming of and Installation of Markers to University Facilities**

Procedure Administrator: Vice President for Facilities & Operations

Authority: N.J.S.A. 18A-64-8

Effective Date: May 12, 2016,

2. The Cabinet shall review proposals from the Committee regarding the naming and dedication of all University facilities and make appropriate

name.

G. Additional items:

1. Naming with Personal, Corporate, or Foundation Donations: Proposals for the naming of major academic buildings and other facilities may be

submitted to the Chair of the Committee for review and approval by the Committee. If the Committee decides to recommend a proposal for consideration, the Committee shall submit its recommendation to the Cabinet and President. Upon the President's approval, the naming proposal will be submitted to the Buildings and Grounds Committee of the Board of Trustees, which, in turn, shall make a recommendation for final approval to the Board of Trustees.

II. Installing Plaques, Monuments, and Major Markers

A. Procedure Administration: The Committee shall review all requests to install plaques, monuments and major markers, including the location of, and plans and designs for, all plaques, monuments and major markers throughout the University, including exterior and interior permanent, temporary, commemorative, and decorative works of art such as memorials, class gifts, and sculptures.

B. Design Standards: Any proposals for new plaques, monuments, or major markers must conform to University design standards related to campus signage and graphics and the master plan maintained by the Division of Facilities & Operations.

C. Sign Standards: When the Committee makes a recommendation for a naming opportunity, they shall also provide a signage plan. The signage plan must be consistent with the signage standards established by the University for signage throughout the campus as well as coordinate with signage for similar projects. The plan should include:

1. Placement, size, color, aesthetics and design of signage;
2. Wording;
3. Timeline for installation and plan for donor recognition;
4. Funding plan for the purchase, installation and maintenance of the sign.

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- E. Commemorative Trees, Shrubs, or Other Plantings, and Objects: Memorial or honorific gifts of trees, shrubs or other plantings cannot, in most cases, be signified by individual plaques or markers. All gifts must be processed through the Stockton University Foundation and the Division of Facilities & Operations.
- F. Miscellaneous, Smaller Items: Bricks, benches, and similar items consuming little, if any, square footage may carry donor or honorary names with the approval of the Committee. All external designs and naming of this nature shall be reviewed and approved by the Division of Facilities & Operations to assure compliance with the University's design standards and master plan.
- G. Records: The Division of Facilities & Operations shall maintain an official list of all requests and approved proposals for plaques, monuments, and major markers, as well as a campus map showing the location of all current plaques, monuments, and major markers. All plaques, monuments, and major markers shall be kept in place as long as they remain serviceable. A plaque, monument, or major marker may no longer be serviceable due to safety issues, construction projects, or other campus modifications, or if damaged beyond repair. In the

Exceptions to these procedures, under Section I – Naming of Facilities and Buildings, may be made in circumstances deemed appropriate by the President and the Board of Trustees.

- IV. The University may revoke a memorial or marker if the University's Board of Trustees, in its reasonable and good faith opinion, determine that circumstances have changed or information is discovered such that