

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Establishing Names and Titles for University Facilities and Organizational Units

**NUMBER:** Policy I-02

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This policy applies to the naming of facilities including buildings and structures, interior spaces, landscapes, roads, collections, academic programs, research centers, endowed chairs and professorships, departments and colleges, and other units associated with the School of Mines.

Intent is to ensure that titles and names of university facilities and organizations are recognizable to the constituents served by the organization and are consistent with the named gift criteria established by the South Dakota School of Mines and Technology Foundation, (*living or deceased in policy or in foundation naming gift criteria.*) *Check with Foundation.*

### **PROCEDURES**

The process to receive approval for an organizational title or name is as follows:

During the conceptual stage of the creation of a new facility or organization, the department or office directly involved forwards a recommendation for the name or title through the appropriate administrator and on to the cognizant vice president who in turns brings the recommendation forward to the president for appropriate action.

*Applies to re-naming. Criteria (buildings named after individuals)*