# UNIVERSITY OF IOWA - UI FOUNDATION
# NAMED GIFT RECOGNITION APPROVAL PROCEDURES
# July 2009

## Table of Contents

<table>
<thead>
<tr>
<th>Key</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Procedures Affected by BOR Policy</strong></td>
<td></td>
</tr>
<tr>
<td>Named Program Support</td>
<td>3</td>
</tr>
<tr>
<td>Named Major Facility Units</td>
<td>4</td>
</tr>
<tr>
<td>Named Significant Facilities</td>
<td>5</td>
</tr>
<tr>
<td><strong>II. Other Naming Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Named Minor Facility Units</td>
<td>6</td>
</tr>
<tr>
<td>Named Faculty Positions</td>
<td>6</td>
</tr>
<tr>
<td>Named Non-Academic Positions</td>
<td>7</td>
</tr>
<tr>
<td>Named Student Support</td>
<td>8</td>
</tr>
<tr>
<td>Named UIF Funds (Research or Program Support, Lectureship Fund, Iowa Impact Fund Endowment)</td>
<td>9</td>
</tr>
</tbody>
</table>
Key

- Board of Regents = BOR

- Board of Regents, State of Iowa Naming Policy (Chapter 1.11) = BOR Policy
  http://www2.state.ia.us/regents/Policies/Chapter%201/chapter1.11.htm

- Joint Development Committee = JDC

- Named Gift Recognition Guidelines of the University of Iowa and
  The University of Iowa Foundation = UI-UIF Guidelines

- Office of the Executive Vice President and Provost, University of Iowa = Provost Guidelines
  http://provost.uiowa.edu/faculty/fachandbk/policies/efp_guidelines.pdf

- Office of Student Financial Aid = OSFA

- University of Iowa Operations Manual, Chapter 42: The Naming of Facilities and Programs = Ch.42 Ops. Man.
  http://www.uiowa.edu/~our/opmanual/v/42.htm
Named Program Support
(Colleges, Schools, Centers, Institutes,
Laboratories, Major Academic or
Program Units)

**Approval for Naming:**
Dean/Director in coordination with the UIF constituent development officer to submit request to appropriate UI Vice President, and Provost and Senior VP/Finance (if controversial naming, corporate naming or potential conflict of interest); Vice President to submit to JDC; JDC recommendation to UI President; UI President approval required and forwarded to BOR for final approval, as appropriate. UI President approval required before any prospective donor is approached. (UI-UIF Guidelines; BOR Policy)

**Minimum Gift Level:**
Determined by University President, JDC, and Dean/Director; UI President approval required before any prospective donor is approached. (UI-UIF Guidelines; BOR Policy)

**Name Selection:**
Dean/Director in coordination with UIF constituent development officer to submit request to appropriate UI Vice President; Vice President to submit to JDC; JDC recommendation to UI President; UI President approval required and forwarded to BOR for final approval, as appropriate. UI President approval required before any prospective donor is approached. (UI-UIF Guidelines; BOR Policy)

**Publicity:**
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service; if publicity event planned, Dean/Director to consult with University Building and Center Dedication Committee (UI-UIF Guidelines)

NOTE: Time is of the essence in many major-gift negotiations, and these guidelines are not intended to impede that process. When the necessary approvals must be expedited, a conference call among UI and UIF leadership can achieve the intended purpose, as long as that conversation and resulting decisions are documented and filed with the Joint Development Committee.
Named Major Facility Units
(entire buildings, wings of buildings, areas of campus)

Approval for Naming:
Dean/Director in coordination with UIF constituent development officer to submit request to appropriate UI Vice President, and Provost and Senior VP/Finance (if controversial naming, corporate naming or potential conflict of interest); Vice President to submit to JDC, JDC recommendation to UI President; UI President approval required and forwarded to BOR for final approval. UI President approval required before any prospective donor is approached (UI-UIF Guidelines; BOR Policy)

Minimum Gift Levels:
Determined by University President, JDC, and Dean/Director; UI President approval required before any prospective donor is approached (UI-UIF Guidelines; BOR Policy)

Name Selection:
After review by JDC as part of Approval for Naming process, Dean/Director in coordination with UIF constituent development officer to submit request to UI President; UI President to then forward name to Campus Planning Committee; UI President to then forward name to BOR for final approval (UI-UIF Guidelines; Ch.42 Ops. Man.; BOR Policy)

Publicity:
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service; if publicity event planned, Dean/Director to consult with University Building and Center Dedication Committee (UI-UIF Guidelines)

NOTE: Time is of the essence in many major-gift negotiations, and these guidelines are not intended to impede that process. When the necessary approvals must be expedited, a conference call among UI and UIF leadership can achieve the intended purpose, as long as that conversation and resulting decisions are documented and filed with the Joint Development Committee.
Named Significant Facilities
(e.g., auditoriums, streets, bridges, terraces, collections of books/artwork)
(not major units as defined by BOR)

**Approval for Naming:**
Dean/Director in coordination with UIF constituent development officer to submit request to appropriate UI Vice President, and Provost and Senior VP/Finance (if controversial naming, corporate naming or potential conflict of interest); Vice President to submit to JDC; JDC recommendation to UI President for her final approval *(UI-UIF Guidelines)*

**Minimum Gift Level:**
Dean/Director in coordination with UIF constituent development officer to submit request to appropriate UI Vice President; Vice President to submit to JDC; JDC recommendation to UI President for her final approval *(UI-UIF Guidelines)*

**Name Selection:**
Dean/Director in coordination with UIF constituent development officer to submit request to appropriate UI Vice President; Vice President to submit to JDC; JDC recommendation to UI President for her final approval *(UI-UIF Guidelines)*

**Publicity:**
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service; if publicity event planned, Dean/Director to consult with University Building and Center Committee *(UI-UIF Guidelines)*

**NOTE:** Time is of the essence in many major-gift negotiations, and these guidelines are not intended to impede that process. When the necessary approvals must be expedited, a conference call among UI and UIF leadership can achieve the intended purpose, as long as that conversation and resulting decisions are documented and filed with the Joint Development Committee.
Named Minor Facility Units
(e.g., classrooms, faculty offices, self-enclosed laboratories, lounges/breakrooms, conference rooms, study carrels)

**Approval for Naming:**
UIF constituent development officer to secure Dean/Director approval. If controversial naming, corporate naming or potential conflict of interest, Provost and Senior VP/Finance shall be consulted. *(UI/UIF Guidelines)*

**Minimum Gift Level:**
Determined by Dean/Director in coordination with UIF or by JDC as part of major fundraising project proposal. *(UI/UIF Guidelines)*

**Name Selection:**
Donor, UIF, and Dean/Director to approve *(UI/UIF Guidelines)*

**Publicity:**
Donor permission required (as applicable); coordinated by UIF and Dean/Director *(UI/UIF Guidelines)*
Named Faculty Positions
(Deanships, University Librarian, Chairs, Professorships, Faculty Fellowships, and Faculty Support Funds)

Approval for Naming:
Provost approval for creation and naming of all faculty positions (Provost Guidelines); Provost and applicable Dean/Director approval for creation of temporary named funds; DEO and VPMA approval for industry/corporate naming of UI Health Care faculty position. (UI-UIF Guidelines)

Minimum Gift Level:
University-wide minimums are identified in the UI-UIF Guidelines; consult with Provost and UIF constituent development officer to confirm any college or specialized position minimums

Name Selection:
Donor (as applicable), UIF, and Dean/Director initial approval with final approval by Provost (Provost Guidelines; UI-UIF Guidelines)

Publicity:
Donor permission required (as applicable); coordinated by UIF, Dean/Director with consultation with Provost as necessary (Provost Guidelines; UI-UIF Guidelines)

Named Non-Academic Positions
(e.g., directors of Intercollegiate Athletics, Hancher Auditorium, University Museum of Art)

Approval for Naming:
Appropriate UI administrator in coordination with UIF constituent development officer to submit request to JDC; JDC to approve and recommend to UI President for UI President’s approval (UI-UIF Guidelines)

Minimum Gift Level:
JDC to approve and recommend to UI President for UI President’s approval (UI-UIF Guidelines)

Name Selection:
Donor (as applicable), UIF, and appropriate UI administrator initial approval with final approval by UI President (UI-UIF Guidelines)

Publicity:
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service (UI-UIF Guidelines)
**Named Student Support**
(Presidential Scholarships, Old Gold Scholarships, Undergraduate or Graduate College Scholarships or Award Funds, Professional School Scholarships or Award Funds, Graduate Fellowships [Ph.D. level])

**Approval for Naming:**
Dean/Director approval for all named student support; OSFA approval for named undergraduate support or University-wide scholarship; DEO and VPMA approval for industry/corporate naming of UI Health Care scholarships (*UI-UIF Guidelines*)

**Minimum Gift Level:**
University-wide minimums are identified in the *UI-UIF Guidelines*; consult with UIF constituent development officer to confirm any college or unit minimums

**Name Selection:**
Donor (as applicable), UIF, and Dean/Director approval for all named student support; OSFA approval for named undergraduate support or University-wide scholarship (*UI-UIF Guidelines*)

**Publicity:**
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service (*UI-UIF Guidelines*)
**Named UIF Funds** (Research or Program Support, Lectureship Fund, Iowa Impact Fund Endowments)

**Approval for Naming:**
UIF to approve establishment of new, named fund (*UI-UIF Guidelines*)

**Minimum Gift Level:**
All minimums are identified in the *UI-UIF Guidelines*

**Name Selection:**
Donor, UIF, and Dean/Director approval (*UI-UIF Guidelines*)

**Publicity:**
Donor permission required (as applicable); coordinated by UIF, Dean/Director, University Relations/University News Service (*UI-UIF Guidelines*)