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## Leadership – Governance Issues

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**SUBJECT/TITLE:** NAMING UIHC FACILITIES

**PURPOSE:** To establish general guidelines that are in keeping with past practice and specify the process for considering requests to name facilities of the University of Iowa Hospitals and Clinics (UIHC) in honor or memory of an accomplished faculty member, staff member, or hospital volunteer for reasons of significant and demonstrable work contributions to the UIHC. Because of the significance and relative permanency in naming UIHC facilities after a highly accomplished member of the faculty, staff, or volunteer program of the UIHC, great care and sensitivity must be exercised so that the interests of the proposed honoree and the organization are upheld.

**DEFINITION:** None

**POLICY:**

Proposals for naming UIHC facilities after UIHC faculty, staff, or volunteers will be considered if the proposed honoree has demonstrated outstanding leadership, an unwavering dedication and commitment to mission excellence, and extraordinary institutional work contributions throughout his or her tenure at the UIHC. If the Associate Vice President and CEO, UIHC, supports a proposal, it will be forwarded for review and approval per the procedures described below.

**PROCEDURE:**

The process for considering naming a UIHC facility (e.g., building, library, conference room, auditorium, laboratory, clinic, etc.) after a UIHC faculty member, staff member, or hospital volunteer who has made significant institutional contributions through his or her work will follow these general guidelines:

- A. Any UIHC staff member may propose naming a facility after a member of the faculty, staff, or volunteer, but all such requests must be approved by a clinical department head, hospital department director, or UIHC administrative officer. All such proposals will be submitted in a written, confidential manner to the Associate Vice President and CEO, UIHC.

- B. The proposal will delineate the name, credentials, role(s), accomplishments, years of service, and other supporting information concerning the proposed honoree. Qualifying honorees may include UIHC faculty members, UIHC staff members, or UIHC volunteers. Also, under special circumstances, individuals of the larger university community who have demonstrated a significant positive impact on the UIHC may be considered as well.
- C. The reason/rational for the appropriateness of recognizing the proposed honoree through a UIHC facility naming opportunity will be clarified.
- D. The identity of the proposed facility naming opportunity (e.g., building, library, conference room, auditorium, laboratory, clinic, etc) will be specified.
- E. All materials and associated activities will be handled in a confidential, respectful, and timely fashion so that prudent and thorough administrative review can occur.
- F. In the event that a monetary gift has the potential to accompany a UIHC facility naming proposal, the applicable gift naming guidelines of the University of Iowa and the University of Iowa Foundation will be followed.
- G. If the Associate Vice President and CEO, UIHC, supports the proposal it will be forwarded to the Vice President for Medical Affairs (VPMA); and if the VPMA concurs:
  - 1. Proposals for the naming of programs (e.g., centers, institutes, laboratories, major program units), major facility units (e.g., buildings, wings of buildings, or designated areas on the UIHC campus), and significant facilities (e.g., auditoriums, terraces, collections of books/artwork) will be forwarded to the University's Joint Development Committee for review and recommendation to the President of the University of Iowa.

Note: In the case of the naming of major facility units, the President will forward the proposed name to the Campus Planning Committee for review of the name selection, including whether the proposed name will cause confusion and whether the name is consistent with the facility's function. Subsequent to the review of that committee, the President will forward the proposed major facility unit name to the Board of Regents, State of Iowa, for approval.

- 2. Proposals for the naming of minor facility units (e.g., classrooms, faculty offices, self-enclosed laboratories, small conference rooms, study carrels) will be forwarded to the Executive Vice President and Provost and to the Senior Vice President for Finance and Operations and Treasurer for their review and approval.

In general, historical practice suggests that honorees are recognized for exceptional leadership while serving in a prominent role (e.g., division head, department chief, funded chair, director, or dean) spanning many years, and/or outstanding/groundbreaking academic contributions to patient care, teaching, and/or research (e.g., founder, creator, inventor, innovator, pioneer, advisor) also extending over many years. Similarly, an additional important criterion for

recognition relates to the individual's irrefutable reputation for possessing many noteworthy and admired personal attributes (e.g., deeply caring, inspiring, dedicated, skilled, exemplary role model, leader among peers).

REFERENCES:

["The Naming of Facilities and Programs"](#), University of Iowa Operations Manual, chapter V-42

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