

Naming and Un-naming Campus Spaces

Custodian of Policy – President

Policy

Naming of Campus Spaces

Naming of campus spaces should be done in alignment with the current [mission, vision, and values](#) and [diversity and inclusion goals](#) of Minnesota State University, Mankato.

Representation of people of color and their accomplishments should be the top priority for the naming of any new named spaces that are not philanthropically funded.

The President of Minnesota State University, Mankato makes naming recommendations to the MinnState Chancellor, per Minnesota State Board Policy [6.8 Naming Buildings, Sites and Common Areas](#).

Un-Naming of Campus Spaces

The **legacy** of named campus spaces should be in alignment with the current [mission, vision, and values](#) and [diversity and inclusion goals](#) of Minnesota State University, Mankato.

Un-naming of a space has significant impact on the University and should be done only after a careful review.

Definitions

Naming –Refers to attributing an individual person’s name to a building or space. It does not include descriptive names such as Clinical Sciences Building.

Un-naming – Refers to the removal of a name from a currently named campus space. It can also include the modification, relocation or recontextualization of a named space.

Campus spaces -Includes buildings, sites (outdoor), landmarks, rooms and common areas.

Procedure

1. Students, faculty, staff, alumni or emeriti can submit a request to name or un-name a campus space to their college dean or vice president.
 - a. Naming requests should include:
 - i. name(s) of submitters
 - ii. name of the individual to be honored
 - iii. proposed campus space
 - iv. why this individual should be honored with a named space on our campus,
 - v. how this individual reflects the current university mission, vision, values, and/or diversity and inclusion goals.
 - b. Un-naming requests should include:

- i. name(s) of submitters
 - ii. current named space
 - iii. why this individual should no longer be honored with a named space on our campus
 - iv. how this individual does not reflect the current university mission, vision, values, and/or diversity and inclusion goals.
 - c. If a philanthropic gift is tied to a campus space, then the college dean or vice president should consult with university advancement.
2. The Dean/Vice President will forward these requests to the University Archives so background research can be conducted.
3. Upon completion of the research, the University Archivist will convene the ad hoc Campus Named Spaces Review Committee (CNSREC).
4. The CNSREC will review the research material and make a recommendation to the President about the proposal.
 - a. The committee will utilize the recommended principles, research questions and processes outlined in the [November 13, 2020 Buildings and Landmarks Review: Findings and Recommendations report](#).¹
 - b. They will also consider how the proposal is in alignment with criteria outlined by the Minnesota State Board Procedure [6.8.1 Naming Buildings, Sites and Common Areas](#).
5. The president will review the recommendation with the cabinet. If supportive, the president presents the proposal through the Meet and Confer process and writes a recommendation letter for the Chancellor in compliance with system procedures.
6. There will be an annual deadline for submissions of new named spaces.
7. The Campus Named Spaces Review Committee (CNSREC) membership will be appointed by the President of Minnesota State University, Mankato.

Rationale

Historically the University has named facilities in honor of people who have contributed to the betterment of the University. This includes long-serving faculty, staff and administrators, friends of the University, as well as philanthropic donors.²

There are two current sets of guidelines that Minnesota State University, Mankato follows in naming campus spaces: the Minnesota State Board of Trustees Board Policy and Procedures and the Minnesota State University Mankato Foundation Bylaws and Policies.

According to Minnesota State Board Policy [6.8 Naming Buildings, Sites and Common Areas](#), all campus building, sites, and common area names must be approved by the Chancellor of the Minnesota State System. Board Procedure [6.8.1 Naming Buildings, Sites and Common Areas](#)

¹ This report was presented to the February 2021 Meet and Confers.

² There have been a few exceptions to this since the founding of the school. This description fits all current buildings on campus.

outlines the System criteria for naming of campus spaces and outlines the consultation, review and approval process. This MinnState policy and procedure gives individual Presidents discretion on how this topic is addressed on the individual campuses.

The Minnesota State University, Mankato Foundation Bylaws and Policies include the [Naming and Un-Naming Policy](#) which outlines the local campus process for naming a space and removing a name from use. This is focused on named gift opportunities.

Neither of these processes advocate for inclusive naming practices. Furthermore, no other policy or guidelines exist in which to guide the Cabinet and President to make a serious decision to remove a name or reconsider a landmark not philanthropically funded.

There is a need for a campus policy and process that would guide considerations of addition, removal, relocation, modification, and recontextualization of campus named spaces.

This policy and procedure comes from the recommendations developed and work completed by the Buildings and Landmarks Review Committee convened in 2020.