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**Last Revised:** October 1, 2024

**Responsible University Office:**  
*Office of the Chancellor*

**Responsible University Administrator:**  
*Chancellor*

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## Policy on Naming of Units and Facilities

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### Scope

This policy describes authority, approval, and reporting requirements and procedures for naming UNK organizational Units and Facilities consistent with University of Nebraska Regents Policy.

A Unit is a "...college, program, department, center, institute, or school" at the University (RP 2.6.1.1).

A Facility is any physical structure or space required by an institution for the performance of its programs and related activities, including any new, existing, or leased building, a wing of a building, a room or cluster of rooms, or other significant features such as a fountain, monument, plaza, garden, landscaped area, or street. This policy shall not apply to interior spaces of a Facility which describe their functional purpose, i.e. maintenance room, closet or restroom (RP 6.2.7.2.a)

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## Policy Statement

UNK will comply with University of Nebraska policy in the naming of Units and Facilities. These policies are found at BOR Policy 2.6.1 and BOR Policy 6.2.7 respectively.

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## Reason for Policy

This policy is intended to ensure compliance with University of Nebraska policy in the naming of Units and Facilities, to protect against conflicts of interest, and to manage naming procedures in the best interest of the University.

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## Procedures

Deans, Directors, and other administrators who wish to recommend naming a Unit or Facility should contact the Senior Advisor to the Chancellor, who will request a written proposal for the naming including a justification and background.

The Senior Advisor will initiate a due diligence review and submit the recommendation to the Chancellor's Cabinet. The Chancellor's Office will communicate with the President's Office as appropriate.

Regent's Policies can be found here:

[RP 2.6.1](#)

[RP 6.2.7](#)

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## History

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