

NAMING POLICY CRITERIA AND PROCEDURES FOR NAMING OF FACILITIES, PROGRAMMATIC UNITS, AND FUNDS FOR INDIVIDUALS AND ORGANIZATIONS

I. NAMING POLICY SUMMARY

The Northern Arizona University Foundation (“NAU Foundation”) administers this naming policy, which governs the philanthropic and honorific naming of funds after individuals or organizations for buildings and facilities, programmatic units, faculty support, and student success. The Arizona Board of Regents (“ABOR”) Policy 1-117 serves as guidance for this policy. Naming contributes to Northern Arizona University’s reputation and heritage; such decisions must be made with careful consideration pursuant to established procedures.

Clear standards for naming opportunities encourage private support; provide recognition to donors for their significant gifts in support of Northern Arizona University (“NAU”); promote parity and long-term fiscal stability across NAU’s colleges, schools, and programs. This policy also sets forth the role and responsibilities of the University Naming Committee (“UNC”), which is responsible for reviewing and recommending building and facility and programmatic naming opportunities.

These guidelines provide transparency and guidance to donors, NAU Foundation staff, and university staff. This policy outlines the types of naming opportunities available, minimum gift amounts for different types of funds, the duration of naming, and related matters for the following fund type.

1. Building and Facilities
2. Administrative Units or Program Excellence
3. World Class Faculty Support
4. Student Success

II. ROLE AND RESPONSIBILITIES

The NAU Foundation coordinates the university’s activities related to all gift soliciting, receiving, recording, receipting, and acknowledging, and manages all gift funds and disbursements. The NAUF Chief Executive Officer (“NAUF CEO”) or their designee shall review and approve all named gifts to the NAU Foundation given for the benefit of the university.

The University Naming Committee is the primary entity responsible for reviewing and recommending philanthropic and honorific naming opportunities in this policy. The NAUF CEO chairs the UNC and nominates its members, whom the NAU President has the authority to appoint. For each naming opportunity under consideration, the UNC will consult, at its discretion and as appropriate, with the affected or interested parties, including without limitation the donor and/or the donor’s representative(s), administrative and academic leadership, including the Vice President for Capital Planning and Facilities, and NAU Foundation staff.

Role of the UNC:

- Reviews applicable gift agreements for compliance with naming policy, appropriateness, and concurrence with the mission of NAU.
- Collaborate with university representatives overseeing the facility or program to be named to establish and endorse support for the project.
- Recommend administrative unit/facility/interior and exterior spaces and fixtures for naming opportunity to NAU President for review.
- The NAU President has the authority to approve the naming of university facilities and programmatic units for individuals or organizations and has the authority to determine the conditions under which a facility or programmatic unit may be renamed and determine when a previously assigned name be rescinded.

The NAU President has the authority to approve the naming of facilities, buildings, and academic units or programs and may exercise discretion in providing advance notice to ABOR and the President of ABOR of the names of the individuals or organizations who are being considered for naming opportunities. For particularly significant naming opportunities, the UNC may, at its discretion, organize campus community engagement opportunities and work to ensure in all cases that the naming of facilities and programmatic units for individuals or organizations supports, reflects, and furthers the university's mission and is guided by ABOR policy.

III. POLICY

1. Naming Opportunities

Philanthropic naming may be made in recognition of the donor, or in the alternative, a donor may propose that another person or organization be honored in this manner, subject to then current University and ABOR naming policies. Naming opportunities will be established via the execution of a formal gift agreement that is approved and signed by the donor(s) and the NAUF CEO or their designee. A gift is an agreement between a donor and the NAU Foundation that provides directives regarding a donor's gift to a named current use or an endowed fund, outlining how the fund is established and funded, and how the gift is distributed. Unless specifically requested by the donor, there shall be no expectation of naming or honorific naming with any gift or bequest received.

1. Pledge Period

Funds named indefinitely may be applied to faculty support and student success within the period of time in which the pledge gift has an existing balance. Fund commitments shall be paid within a maximum of five (5) years. Pledge periods that exceed the five (5) year maximum period are subject to the NAUF CEO's approval.

2. Fund Types

The NAU Foundation manages the following types of funds:

- a. Current Use Fund. A current use fund is an outright, immediately available gift to the NAU Foundation used for funding current operations and is dependent on either annual or one-time restricted or unrestricted donor gifts. Current use funds may include, but are not limited to, in-kind, donor designated, field of interest, donor advised, scholarship, sponsorship, memorial or honorary funds. Named current use fund requires a gift agreement between the donor and the NAU Foundation and is developed and implemented in consultation with university leadership.
- b. Endowment Fund. An endowment fund is established when a gift instrument conveying funds to the Foundation is invested and income earned from the investment is used to fund and support a university unit program, scholarship, or other purpose in perpetuity. For each endowment, there is a separate account, called an expendable account, which is maintained to receive the annual investment distribution as well as to record and disburse expenditures in accordance with the terms of the endowment. As long as

investment income is earned on the endowment fund, the expendable account will be paid out to a zero balance, over a period of time, which may exceed one fiscal year in accordance with the terms of the endowment fund. All endowment funds are subject to the then current, NAU Foundation Endowment Fee and Spending Policy outlining fees to administer the endowment fund and expenditures of "prudent amounts" from the expendable account pursuant to the 'Management of Charitable Funds Act' (ARS Sections 10-11801 through 10-11805), which may be updated and adjusted, as necessary, with Board approval. The purpose of the endowment fund must be clearly outlined in a gift agreement between the donor and the NAU Foundation which is developed and implemented in consultation with university leadership.

- c. Blended Gift Fund. The pairing of current use gifts and planned gifts provides a current funding stream during the donor's lifetime that will be endowed by a planned gift.

A. Buildings or Facilities:

Includes, but not be limited to buildings, structures, classrooms, offices, rooms, interior spaces, exterior spaces (gardens, courts, plazas, thoroughfares, athletic fields, open spaces, land, forests, etc.), and all other tangible and relatively permanent features owned, operated, or controlled by Northern Arizona University. Please note, if applicable, this policy may not apply to NAU sponsored capital campaigns where naming and funding requirements shall be set forth separately and specifically for the campaign.

1. Fund Purposes & Minimum Funding Requirements

The NAUF CEO may recommend a threshold for naming a specific facility, taking into consideration the capacity of the prospect pool, and will generally seek to set a naming threshold that will maximize the project's fundraising potential. Project cost is determined by the square footage of the facility to be named multiplied by the cost per square foot.

In consultation with the Vice President for Capital Planning and Campus Operations or equivalent position, the NAUF CEO will establish the target gift amount for such naming for each project in advance of soliciting donors. Interior and exterior spaces that are part of a total building fundraising campaign should be included in initial planning efforts. Minimum gift amounts will be established for spaces based on square footage but will also reflect use, visibility, and related factors. Refer to Appendix A regarding the process for naming buildings and facilities.

The minimum funding required is as follows:

- a. New Facilities. A reasonable fundraising objective is fifty percent (50%) or more of the estimated construction cost of the building is required to name capital projects funded by private or a combination of private and public funds. In general, naming criteria for funding rooms, wings, and microelements also require fifty percent (50%) of the estimated cost. A minimum of 2% of these funds may be placed in an unrestricted endowment to benefit the college/unit.
- b. Existing Facilities. Previously constructed facilities, which are unnamed, may be named by a donor or a donor's representative. A reasonable fundraising objective is a contribution of fifty percent (50%) or more of the current cost to renovate or replicate the facility, as estimated by Capital Planning and Facility Services. A minimum of 2% of these funds may be placed in an unrestricted endowment to benefit the college/unit.
- c. Interior Spaces and Fixtures. Naming opportunities include rooms, laboratories, centers, or areas within new, existing, or renovated facilities. A reasonable fundraising objective is a contribution of fifty percent (50%) or more of the project cost determined by the square footage of the area to be named multiplied by the cost per square foot, or if appropriate under the circumstances, by a similar method of project cost estimation. A minimum of 2% of these funds may be placed in an unrestricted endowment to benefit the college/unit.

- d. Exterior Spaces and Fixtures. Naming opportunities include quadrangles, gardens, recreation fields, water features, walking/biking paths, pedways, plazas, courtyards, etc. A reasonable fundraising objective is a contribution of fifty (50%) or more of the project cost determined by the square footage of the area to be named multiplied by the cost per square foot, or if appropriate under the circumstances, by a similar method of project cost estimation. A minimum of 2% of these funds may be placed in an unrestricted endowment to benefit the college/unit.

B. Administrative Units or Program Excellence:

An administrative unit includes, but not be limited to colleges, schools, departments, units, centers, institutes, and special units operated, and controlled by Northern Arizona University (each, an "Administrative Unit"). A program includes but is not to be limited to, a lecture series, career services, first-generation programs, etc., operated, published and controlled by NAU (each, a "Program"). Programs and Administrative Units need to be substantiated by an NAU Vice President where the Administrative Unit and/or Program resides. Refer to Appendix B regarding the process for naming administrative units and program excellence.

1. Fund Purposes & Minimum Funding Requirements

The intended purpose of naming an Administrative Unit such as a college, school, department, unit, center, or institute, lecture series and program is to provide significant and sustainable operating support and to enhance service delivery to students. The actual naming level should be based on this objective and naming opportunities are considered on a case-by-case basis due to the variance in size and scope of the Administrative Unit or Program.

The minimum funding required is as follows:

- a. Determined by the Administrative Unit's or Program's annual total operating budget, which is defined by the University's Budget Office, a reasonable fundraising objective is a minimum of three times the annual total operating budget. National ranking and visibility of the unit, as well as naming gifts of peer units in the discipline or on the university campus should be considered in determining the appropriate gift amount; and
- b. At least three-quarters of the determined value should be placed in an endowment for the benefit of that Administrative Unit or Program, preferably with a portion of that amount in the form of an unrestricted endowment. This is a general guideline and can be adjusted based on the dean, director, and/or donor needs and is approved by the UNC.

C. Guidelines for Buildings, Facilities, Administrative Units and Program Excellence

1. Administrative units/facilities/interior or exterior spaces and fixtures may be named for:
 - a. Individuals or organizations that have provided a significant contribution toward a project – new construction, major renovation, existing facility, academic and/or non-academic program.
 - b. Retired or deceased faculty or staff members who have provided distinguished service to the university and a) have been deceased for one year or longer; b) have been retired or resigned for not less than one year; c) had a long and illustrious career and exemplified values for which NAU stands; and d) brought great credit to the university through major scholarly, professional, or public service.
 - c. NAU alumni, former students, or individuals who have provided distinguished service to the university and a) had a long and illustrious career and exemplified values for which NAU stands; and b) brought great credit to the university through major scholarly, professional, or public service.
 - d. Living or deceased persons dedicated to the purpose, nature, and mission of the university who have achieved outstanding distinction through civic, intellectual, or artistic contributions to the development of the city, county, region, state, nation, and/or world.

2. Gift and pledge generated naming are acceptable for current naming of administrative units/facility/interior and exterior spaces and fixtures.
 - a. If the university has offered naming rights for a donor's commitment and, for whatever reason, the donor cannot complete their payments, the university may remove the donor's name or the donor may be offered an alternate naming opportunity commensurate with the giving level.
 - b. Irrevocable planned gifts may generate current naming if current cash flow considerations are not an issue for the requesting administrative unit/facility/interior and exterior space. These gifts will be credited at their present value, and particular emphasis will be given to the predictability of the long-term value of the irrevocable deferred gift.
 - c. The donor may ask that the administrative unit/facility/interior and exterior bear the donor's name or the names of family members or others the donor may wish to honor, subject to the approval by the UNC, the NAU President, and ABOR. The NAUF CEO will discuss with the NAU President the donor's intent before any commitments are made.
 - d. If the facility or administrative unit to be named involves multiple colleges, divisions, or departments, the heads of all associated organizational units must be in agreement on naming opportunities and levels prior to submission to the NAUF CEO and the UNC.
 - e. In the instance of a corporate or organizational naming, additional due diligence should be taken to avoid any appearance of commercial influence or conflict of interest. Corporate logos as part of naming opportunities are generally prohibited.
 - f. If a benefactor or honoree requests a change to the name of an administrative unit/facility/interior or exterior space or fixture (e.g., due to divorce or corporate merger), the UNC will consider the request and make a recommendation to the NAU President, who will forward it to ABOR approval. If approved, all replacement signage and other related costs shall be at the donor, benefactor, or honoree's expense.
 - g. The benefactor will not be given authority to control curricular or administrative matters related to the naming or university property usage.

D. World Class Faculty Support

A named faculty endowment generally supplements a state-line or state-funded position. A faculty position is fully endowed if the gift(s) are sufficient to fund salary, benefits, and other support or activities as applicable. Other faculty support funds provide meaningful opportunities for faculty to explore emerging research opportunities, share scholarship with students and the community, etc. Refer to Appendix C regarding the process for naming world class faculty support.

1. Fund Purposes & Minimum Funding Requirements

I. Endowed Faculty Support

Endowed Faculty Support provides a reliable and permanent source of financial support to exceptional faculty. Funds are supported by a portion of earnings generated by the principle of a gift.

The minimum funding required is as follows:

1. Professorship: College Professorships are held by outstanding and gifted faculty members who exhibit a record number of distinguished academic and/or professional work in their field. Funding can provide salary supplements, aid in travel, support research expenses, and/or recruit and retain high-quality professors.
 - Endowed \$375,000 minimum or
 - Annual/Current Use \$15,000 minimum per year for five years, totaling \$75,000.
2. Distinguished Faculty Fellowship: Honors faculty who have made sustained contributions of consistent educational excellence and have demonstrated outstanding commitment to supporting NAU student success. The award supports a faculty member's research, scholarship, or creative activities.

- Endowed \$250,000 minimum or
 - Annual/Current Use \$10,000 minimum per year for five years, totaling \$50,000.
3. Faculty Fellowship: Faculty fellowships reward outstanding faculty with strong programs and enhance their research and educational activities.
- Endowed \$100,000 minimum or
 - Annual/Current Use \$4,000 minimum per year for five years, totaling \$20,000.

II. Eminent Scholars Matching Program

Eminent Scholars Matching Program funds may be applied to academic chairs or professorships to encourage the use of privately raised funds to help attract and retain eminent scholars to the university¹. University leadership such as a dean or provost is the qualified entity primarily responsible for reviewing and recommending philanthropic and honorific naming opportunities for the university's endowed faculty support. University academic, administrative, and NAU Foundation leadership are consulted prior to the finalization of a formal gift agreement with the prospective donor.

The minimum funding required is as follows:

1. Academic Leadership. Academic Leadership is the highest and most prestigious honor NAU may award to a faculty member or administrative professional. The endowment provides annual funding to support the leadership position's priorities for the college or school.
 - Endowed \$1.5 Million minimum or
 - Annual/Current Use \$60,000 minimum per year for five years, totaling \$300,000.
2. Distinguished Department Chair The reputation of Distinguished Department Chair recipients reflect their unique, creative, and/or research contributions and their efforts in shaping the understanding of their fields. Distinguished Department Chairs exhibit national stature with an established record of achievement.
 - Endowed \$1 Million minimum or
 - Annual/Current Use \$40,000 minimum per year for five years, totaling \$200,000.
3. Distinguished Professorship: The achievements and qualifications of Distinguished Professors are expected to be superior and are poised to make exceptional contributions to their discipline.
 - Endowed \$500,000 minimum or
 - Annual/Current Use \$20,000 minimum per year for five years, totaling \$100,000.

E. Student Success

Includes scholarships, awards, and graduate fellowship funds. Refer to Appendix D regarding the process for naming student success.

1. Fund Purposes & Minimum Funding Requirements

Graduate fellowship funds support hands-on student learning experiences with laboratory or other research materials, equipment, stipends, and related expenses. Undergraduate scholarships support students by defraying educational expenses such as tuition, fees, and room and board. Scholarship funds are transferred directly to student accounts. The minimum funding required is as follows:

I. Graduate Fellowships

Graduate Fellowships enable outstanding graduate students to continue their pursuit of research and education, oftentimes with the opportunity to participate in faculty research programs and classroom

¹ Arizona State Legislature <https://www.azleg.gov/ars/15/01663.htm>

teaching. Awards expand learning opportunities beyond the classroom through reimbursements for study abroad experiences, research, travel, professional development, etc. The endowment or current use fund is intended to cover most of the fellowship cost. The minimum funding required is as follows:

1. Presidential Endowed Graduate Award: Funds may be used to pay for stipends, and travel, and help define additional academic-related criteria.
 - Endowed \$250,000 minimum.
2. Endowed Graduate Fellowship: For additional payout, funds may be used to pay tuition and fees.
 - Endowed \$100,000 minimum.
3. Current Use Graduate Fellowship: Funds may be used to pay for tuition and fees.
 - Annual/ Current Use \$4,000 minimum per year for five years, totaling \$20,000.

II. Undergraduate Scholarships

Endowed and/or current use scholarships are supported by a portion of earnings generated by the principal of a gift, making college attainable and providing a reliable and permanent source of financial support for generations of Lumberjacks. The minimum funding required is as follows:

1. Presidential Endowed Scholarship: Donors may designate the program, department, and/or college in which the scholarship is awarded, and provide specific qualifications such as GPA, class year, and other appropriate criteria.
 - Endowed \$50,000 minimum.
2. Undergraduate University Endowed Scholarship: Donors may designate the major, program, department, and/or college the scholarship is awarded.
 - Endowed \$25,000 minimum.
3. Current Use Scholarship: Donors may designate the program, department, and/or college in which the scholarship is awarded, and provide specific qualifications such as GPA, class year, and other appropriate criteria.
 - Annual/ Current Use \$2,000 minimum per year for five years, totaling \$10,000.

F. Other Naming Opportunities

1. Honorific Naming:

Honorific Naming (without an associated gift or contribution): the naming of a facility or exterior or interior space or fixture for the purpose of bestowing distinction, commemoration, or commendation that does not result from a gift or contribution.

Decisions regarding honorific naming will follow the same process as for philanthropic naming and will follow ABOR Policy 1-117. Accordingly, any university community member or unit interested in bestowing an honorific naming should consult with the NAUF CEO to discuss the matter and potential fundraising opportunities, including the possibility of third-party donors who might support the naming.

Honorific Naming may celebrate:

- a. Retired or deceased faculty or staff members who have provided distinctive service to the university and a) have been deceased for one year or longer and/or have been retired, resigned, or otherwise separated from the University for not less than one year; b) exemplified the university's values throughout a long and illustrious career; and c) brought great credit to the university through major scholarly, professional, or public service achievements.

- b. Other individuals such as alumni, community partners, government officials, and other champions of the university's mission or programs have brought great credit to or support for the university.
2. Irrevocable Planned Gift Naming

An Irrevocable Planned Gift is a planned gift that cannot be revoked. Irrevocable gifts may generate a current building or facility naming if current cash flow considerations are not an issue for the requesting administrative unit, facility, or interior or exterior space. The nature of the Irrevocable Planned Gift will be documented in the naming gift agreement. These gifts will be credited at their present value and particular emphasis will be given to the predictability of the long-term value of the Irrevocable Planned Gift. Planned gifts to endowment funds paired with Current Use gifts are documented with a Blended Gift Endowment Gift Agreement.
3. Estate Gift Naming

Estate Gift Naming will receive recognition if naming requests meet the following criteria:

 - a. Proper documentation in Estate or donor intent for said naming;
 - b. If proper documentation was not secured prior to donor's passing the NAU Foundation must secure Executor agreement on the naming through written documentation – letter or email will be accepted.
 - c. Once proper documentation is secured – either in Estate documentation or via Executor agreement; only internal signatures from NAUF CEO is required. The donor's family, next of kin, or Executor do not need to sign the naming gift agreement.
4. Gifts in Kind
 - a. Equipment, artwork, collections, etc. valued at a minimum of \$25,000 may be recognized with a plaque for as long as the item is deemed useful by the leader or administrator of the benefiting unit. Does not require UNC approval.
 - b. Whenever possible, additional endowment or current use support to provide for long-term operational costs will be encouraged.
5. Public Recognition Guidelines for Internal Donors

NAU Centers, Schools, Units, Institutes, etc. that wish to make an internal transfer of funds – outside their own facilities to another NAU center, unit, institute – can receive public recognition for their contributions, just like donors who contribute private dollars, if they meet all of the criteria:

 - a. The center/school/unit/institute would have to have 50% or greater of its budget be independently created.
 - b. The internal transfer of funds in question would have to be 20% or greater of the overall cost of the project.
 - c. Public recognition cannot take away – or replace – a naming opportunity from a private donation from an independent entity.
 - d. In-Kind contributions do not qualify for public recognition.
6. Special Public Recognition For External Donors

Upon recommendation by the UNC, the NAUF CEO shall have the discretion to publicly recognize an external donor in special circumstances and instances where external donor contributions and support of an Administrative Unit or Program are worthy of public recognition on an NAU owned, operated and controlled building or facility, but do not meet the funding requirements and guidelines for naming a building or facility pursuant to this policy.

G. Naming Duration

In appropriate instances, most often involving a corporate benefactor, a naming may be granted for a pre-determined fixed term. At the end of the term, the name of the facility or program shall expire but may be renewed with the same or a new name. The facility naming agreement should clearly specify the period of time for which the facility or program will be named.

Naming for buildings and facilities that involve construction or renovation is generally granted for the useful life of the entity unless otherwise specified in the gift agreement (and subject to the term of revocation as set forth in this policy). The useful life of the facility and/or cessation of the use in effect at the time of the gift and/or the end of the originally agreed upon term limited naming. This determination is provided by Capital Planning and Facilities. If the donor is recognized with a naming of an NAU owned building or facility (e.g., such as facility, building, interior or exterior space of fixture, etc.), the naming will persist for the useful life of the facility, so long as it is still being utilized for the purpose for which it was intended at the time the donor made their gift. If the facility or building is no longer being used, or the purpose has changed, the university may rename the facility. At such a time, the gift will be appropriately recognized either in the replacement building or at another location. If circumstances change so that a named physical entity is repurposed, deconstructed, severely damaged, destroyed, or otherwise permanently closed, NAU Foundation leadership and the UNC will consult with the donor if possible, or the donor's estate, if practicable, to determine an appropriate way to recognize the original naming gift.

If the donor is recognized with the naming of a non-physical entity (e.g., such as a scholarship, award, etc.), the naming will persist as long as the entity continues to exist. For current use gifts, naming terms, including duration, shall be set forth in writing in the gift agreement (subject to the term of revocation as set forth in this policy) by the NAU Foundation and donor. Naming duration for an unrestricted period of time for scholarships, awards and faculty support is allowable as long as a) donors make current gifts to the fund b) the fund stays endowed c) blended gift funds shall bear the name of the fund as long as donors make current use gifts to the fund prior to endowment and in perpetuity after the fund is endowed.

H. Revocation of Naming

If at any time following the naming of a fund, circumstances change, and the continued use of the name may adversely affect the reputation or public image of the university, the NAU President has the authority to consult with the UNC, ABOR, and the NAU Foundation as appropriate regarding future action. NAU reserves the right to remove any name that would adversely affect the reputation or public image of the university. The name may be removed; however, any gift made in connection with the naming opportunity will be retained by the NAU Foundation and/or university. The university shall use reasonable efforts to inform the original donor or the donor's estate in advance of any revocation or change.

I. Naming Recognition Signage

Donor recognition signage costs shall be included in project budgets. Signage will be individually addressed in the gift agreement. For capital projects, the UNC will work with Capital Planning and Facility Services, and the affected unit's staff, the project's architect, and NAU Foundation staff to determine naming recognition signage locations. NAU Foundation and Donor Relations staff shall facilitate the final design with Facility Services and the affected unit's staff and external vendors and shall provide the applicable content (name, other text, and images when appropriate) approved by the individual(s) or organization naming the space. This may include honorees, donors, donor representatives, or family members. Signage for a named interior feature, object, or space will not be exhibited on external building walls. Instead, the name will be located as close as practicable to (and otherwise affiliated with as appropriate) the funded feature, object, or space.

As modifications are made to campus property over time, situations may occur where it is in the university's best interests to relocate, modify, or reallocate a named property. When modifications to a named property are required or recommended, the university, NAU Foundation, unit leaders, and administrators will be consulted to ensure that the donor's wishes are preserved to the maximum extent possible or feasible. Any such modification shall be reviewed by the UNC and approved by the NAUF CEO and the NAU President. Donated funds to support construction or renovation will be administered in accordance with this and other applicable NAU's policies.

J. Administrative Fees

In addition to the NAU Foundation Endowment Fee and Spending Policy outlining the fees and spending policy for Endowment Funds, the NAU Foundation will assess a fee, payable from Current Use Funds and/or its earnings, to support a portion of the NAU Foundation's administrative expenses and costs related to developing, establishing and maintaining Current Use Funds on behalf of NAU. Depending on the Fund, the fees may be assessed as a one-time, quarterly or annual bases. The fee schedule is reviewed and set by the NAU Foundation's Board of Directors from time to time.

IV. CROSS-REFERENCES AND SOURCES

[NAU Foundation Policies](#)

[Arizona Board of Regents Policy 1-117](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.

APPENDIX A

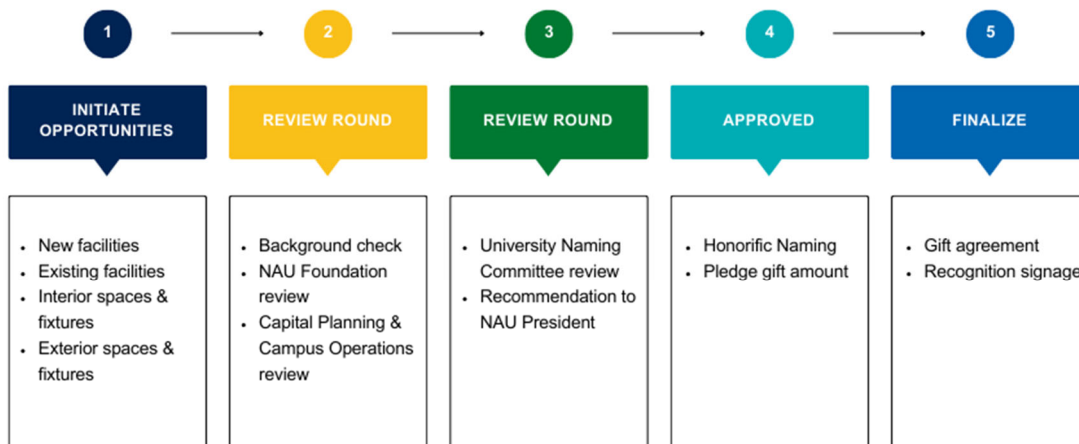
A. Naming Process for Buildings and Facilities

The UNC is the entity responsible for reviewing and recommending all philanthropic and honorific naming opportunities for buildings and facilities while academic, administrative, and NAU Foundation leadership are consulted prior to the finalization of a formal gift agreement with the prospective donor.

Colleges/units generate a list of naming opportunities based on criteria set forth in this policy and submit it to the NAUF CEO. Donor Relations staff will keep a master list of all campus naming opportunities – both available and already named. If the naming gift meets the guidelines/criteria, gift negotiations are allowed to be conducted with the individuals or organizations in parallel with this process. However, to ensure clear communication, the proposed college/unit must inform the NAUF CEO of the ongoing conversations around naming gifts. Likewise, any naming opportunity that may not include an associated gift or contribution component must be submitted to the NAUF CEO before any negotiations with the individual. If the potential naming gift does NOT meet the guidelines/criteria set forth in this document, the naming proposal must be submitted PRIOR to gift negotiations with the individual or organization. Signage for buildings and facilities will be addressed in the gift agreement.

Buildings or Facilities Naming Process

NAU Involvement: University Naming Committee, Academic, administrative, and NAU Foundation leadership, and Capital Planning & Campus Operations



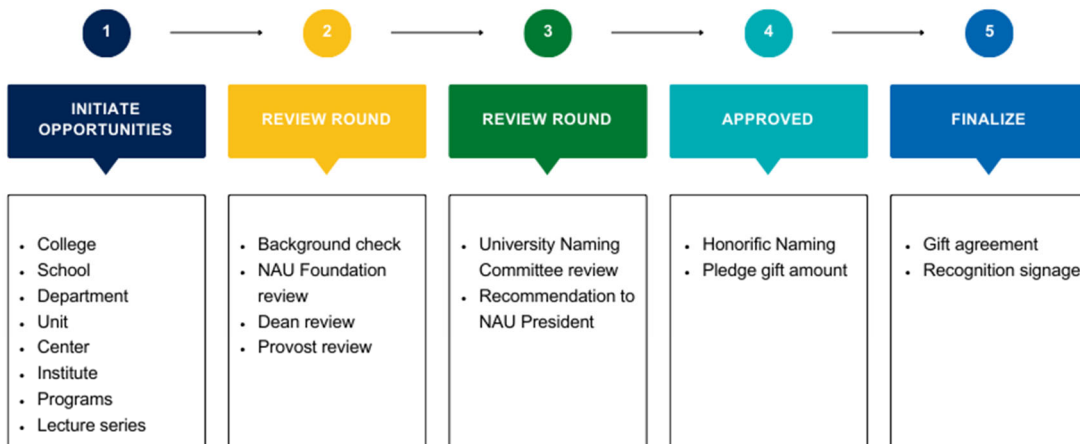
APPENDIX B

A. Naming Process for Administrative Units or Programs Excellence

The UNC is the entity primarily responsible for reviewing and recommending philanthropic and honorific naming opportunities for administrative units and program excellence while academic, administrative, and NAU Foundation leadership are consulted prior to the finalization of a formal gift agreement with the prospective donor. University academic, administrative, and NAU Foundation leadership are consulted prior to the finalization of a formal gift agreement with the prospective donor. Signage for an administrative unit or program excellence will be individually addressed in the gift agreement.

Administrative Units or Program Excellence Naming Process

NAU Involvement: University Naming Committee, Academic, administrative, and NAU Foundation leadership, and University Budget Office

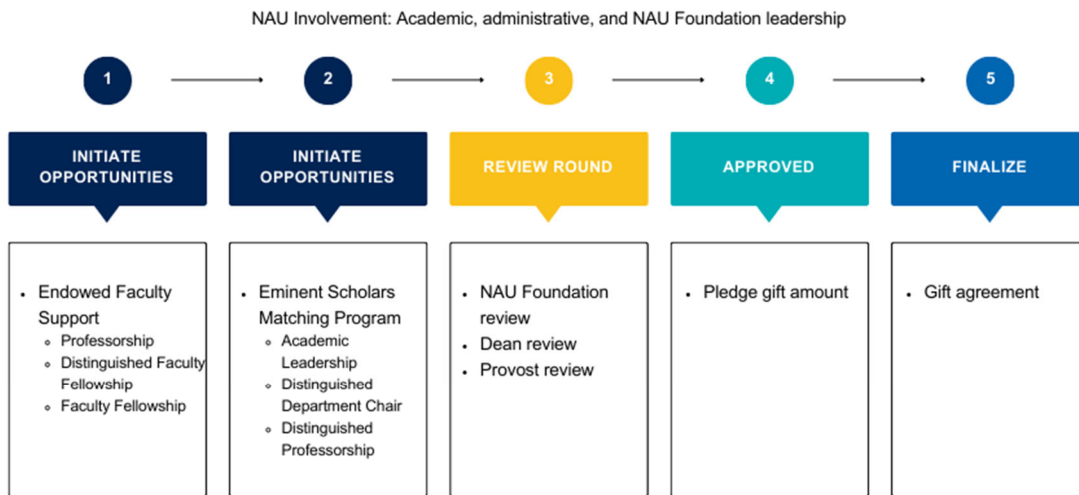


APPENDIX C

A. Naming Process for World Class Faculty

University leadership such as a dean or provost is the qualified individual primarily responsible for reviewing and recommending philanthropic and honorific naming opportunities for the university's Endowed Faculty Support. University academic, administrative, and NAU Foundation leadership are consulted prior to the finalization of a formal gift agreement with the prospective donor.

World Class Faculty Naming Process



APPENDIX D

A. Naming Process for Student Success

NAU Foundation staff and leadership are the qualified entities primarily responsible for reviewing and recommending philanthropic and honorific naming opportunities for the university's scholarships, awards, and graduate fellowship funds.

Student Support Naming Process

