AP 6620 Naming of Facilities

Proposals for naming of buildings, structures, or facilities of the District shall be submitted to the Governing Board, who will refer them to the Facilities Naming Committee.

The Facilities Naming Committee shall consist of the Superintendent/President or designee, who will serve as chair, and the presidents or their designees from the following groups: Faculty Senate, Chaffey College Faculty Association, Classified Senate, California Schools Employees Association, and Associated Students of Chaffey College, and/or other individuals appointed by the Superintendent/President. After study and consideration, the Facilities Naming Committee will make recommendations to accept, deny, or modify the proposal for naming of the building, structure, or facility to the Superintendent/President, or designee. A recommendation to accept the proposal will be forwarded to the Governing Board by the Superintendent/President, or designee.

A building, structure, or facility may be named in honor of the achievement of unique distinction in higher education, or other significant areas of public service, or extraordinary contributions to the District, which warrant special recognition. A building, structure, or facility may also be named in honor of a significant gift.

An appropriate relationship between the use of the facility or its function and the person or organization for whom it will be named should exist. In the event that the proposal is to name a building, structure, or facility for a former faculty, staff, or Governing Board member, the individual will not be considered for this honor until at least one year after the individual's separation from the District.

Proposals for the naming of facilities should include a brief biography of the person(s) or the history of the organization and the rationale for the proposal; i.e., the ways in which the criteria above are met. Proposal forms are available in the Office of the Superintendent/President.

References: No specific references

Approved: 5/15/12 *(Replaces former Administrative Procedure 6.3.5)*