

Attachment 3

NAMING PHYSICAL FEATURES

AT CALIFORNIA STATE UNIVERSITY, EAST BAY (CSUEB)

The Trustees of The California State University have established a system-wide policy governing the naming of physical facilities, issued in PPD 84-21 (or an updated version thereof). In addition to its provisions, the following guidelines apply at CSUEB:

1) GENERAL INFORMATION

- a) All proposals for memorials and naming/renaming of facilities will be submitted to the Space Advisory Committee (SAC).
- b) If a proposal pertains to a student or an Associated Students, Inc. (ASI) building it will be referred to ASI for review and recommendation, and returned to SAC.

2) SUBMITTING A PROPOSAL

A proposal shall be submitted to the SAC and must include the following information:

- a) The name of the nominator and submission, the name and relationship to CSUEB of the person to be memorialized or recognized.
- b) A description of the proposed memorial or recognition. (This need not include architect's drawings.)
- c) Source(s) of necessary funds.
- d) Rationale for the memorial or recognition.
- e) Provision for maintenance.

3) EVALUATION OF A PROPOSAL

The SAC, in reviewing a proposal, will consider the following issues:

- a) Buildings, Building Spaces, and Other Major Facilities - Criteria to be used in considering the naming or renaming of campus buildings, spaces within buildings, and other major facilities include those specified in the CSU policy, PP&D 84-21, Sections 4.1 and 4.2. In accordance with that policy, individuals may be honored for outstanding service, exceptional achievement, or substantial financial contributions to CSUEB.
 - (1) When no financial gift is involved, the following criteria will apply:
 - (a) outstanding contributions in an academic or administrative capacity beyond the normal expectations of the positions(s) held;
 - (b) performed in such an exemplary manner as to provide inspiration to members of the CSUEB community;
 - (c) significant and widely recognized contributions to the local community;
 - (d) recognition by professional peers for significant contributions to his or her academic discipline;
 - (e) a proposal will not be made until the individual has been retired or deceased at least two years.

For naming of all CSU facilities and properties; i.e., all buildings; major portions of buildings; university or