



1.1080 Naming CIOAs and other Non-Advancement University
Entities and Programs

Contents

Policy Name	2
Responsibilities	2
Purpose and Scope	2
Policy.....	2
Exceptions to Policy.....	4
Policy Review.....	4
References and Related Policies.....	4

Policy Name

1.1080 Naming CIOAs and Other Non-Advancement University Entities and Programs

Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the President	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Purpose and Scope

The purpose of this policy is to define how Alvernia University manages and approves proposals for the naming or renaming of a Department, Office, Institute, Center, School, College and non-academic program.

This policy applies to Alvernia University, all employees, departments, divisions, non-academic programs, and offices except for those with the exception naming opportunities identified and defined in Alvernia's 8.8110 Naming Policy. Academic programs, majors, minors, certificates, badges and any other form of academic offering must also follow the processes outlined in Alvernia's Faculty Handbook and in accordance with our shared governance process.

Policy

Naming is one of the ways in which the University acknowledges the confluence of institutional history, relevancy of the area, current market trends. It is the responsibility of the President and Senior Leadership to nurture, preserve, and protect institutional legacy.

In general, the President and Senior Leadership, will not approve proposals for naming where, in their judgment, doing so:

- is not aligned with Alvernia's mission,
- could inflict damage on the University's reputation, standing or integrity, or
- could be contrary to University mission or values.

3.1 Naming a University Segment

Proposals for the naming or renaming a division, department, non-academic program or office shall be submitted to the office for the Senior Vice President of Operations. The proposal must be completed using the digital application form linked below include (see application on the facilities website):

- A description of the department, office or non-academic program to be named,
- the current use and any relevant information regarding the history

- A rationale with appropriate data as to the need for the name change,
- A description of the name proposed.
- Identified financial impact (marketing materials, banners, signage etc...)

The appropriate Divisional Vice President must support the proposal with a signature prior to submission to the office of Senior Vice President of Operations. Divisions may have additional signature approvals (example: deans or chairs). Approval by the president and senior leadership team is required. Approvals shall occur one-time per year in line with the budgeting process identified annually, but generally in the months of December and January.

Any approved change of names will be instituted in the following budget cycle.

Naming an Office, Center, Institute, School or College

Proposals for the naming of a University non-academic program, center, department, institute, school or college must adhere to the following naming conventions:

- Office OF
- Department OF
- Center FOR
- Institute FOR
- School OF
- College OF
- Divisions OF

Removal of Naming

The University reserves the right, on reasonable grounds, to revoke a name if:

- The University determines the name could cause damage to the University's reputation, standing or integrity or be contrary to University values as vernacular meaning may change over time. This determination will be guided by Alvernia's mission.
- The appropriate University Vice President will make all reasonable efforts to inform the entity should need removal and provide opportunity for input into the name change.
- The College, Department, Office, or Institute, will generally not create a name in honor of a current faculty or staff member, alum, public figure or external community member, which is an advancement function per the 8.8110 Naming Policy and the associated Honorific Naming Guidelines.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

Presidential policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

[8.8110 Naming Policy](#) (Alvernia login required)

Exhibits

N/A

Document Review Log

Date Reviewed	Description of Changes
10/1/249/6/23	Draft of policy based
11/6/2024	Approved by Senior Leadership