RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING A PROCEDURES AND GUIDELINES DOCUMENT OF THE
UNIVERSITY ADVISORY COMMITTEE ON DESIGNATIONS AND AWARDS

Governance, Trusteeship, and Nominating Committee – June 24, 2021
Executive and Compensation Committee – June 24, 2021

RECOMMENDATION:
The Governance, Trusteeship, and Nominating Committee recommends the Board of Trustees
approve the Procedures and Guidelines Document of the University Advisory Committee on
Designations and Awards, as attached.

BACKGROUND:
Currently, the first step in the approval process for designations and awards is to notify the
University-wide Awards and Designations Committee which is comprised of 2 faculty members,
2 staff members, and 1 student member. Originally created in 1972, this committee has
informally evolved over time and its composition and scope differs greatly from its inception.

Consistent with the new University Naming Guidelines and a revised Board of Trustees Policy
on University Designations and Awards, it has been recommended that the board formalize a
document describing the procedures and guidelines of the university-wide committee, henceforth
to be called the University Advisory Committee on Designations and Awards (UACDA).

Signifying the university’s commitment to shared governance, the new composition of the
UACDA will be:

- Two faculty members nominated by the Faculty Senate;
- Two staff members nominated by the Staff Senate;
- Two students nominated by the Student Government Association;
- The Vice President for University Advancement (or her designee).

The Committee receives and considers nominations for naming and renaming University of
Louisville buildings, structures, properties, or portions thereof, e.g., rooms, labs, centers,
institutes, outdoor areas, playing fields, (hereafter “property”), and for instituting or changing
university-wide awards.

The Committee provides advice to the President and Board of Trustees through the President in
matters related to naming university property or instituting university-wide awards.

COMMITTEE ACTION:   BOARD ACTION:
Passed ________________   Passed ________________
Did Not Pass ____________   Did Not Pass ___________
Other __________________   Other _________________

Signature on file
Assistant Secretary

Signature on file
Assistant Secretary
I. Role of the Committee

The University Advisory Committee on Designations and Awards receives and considers nominations for naming and renaming University of Louisville buildings, structures, properties, or portions thereof, e.g., rooms, labs, centers, institutes, outdoor areas, playing fields, (hereafter “property”), and for instituting or changing university-wide awards.

The Committee provides advice to the President and Board of Trustees through the President in matters related to naming university property or instituting university-wide awards.

II. Purposes Served by the University in Making Awards and Designations

A designation or university-wide award at the University of Louisville should serve one or more of the following purposes:

a. It should designate in an honorable and useful way the item or place identified;
b. It should honor appropriately the person or event memorialized;
c. It should demonstrate to the University community, as well as the community at-large, the kinds of accomplishments, activities, or events that the University should be remembered and valued highly.

III. Composition of the Committee

All members are appointed by the President and are comprised of:

a. Two faculty members nominated by the Faculty Senate;
b. Two staff members nominated by the Staff Senate;
c. Two students nominated by the Student Government Association;
d. The Vice President for University Advancement (or her designee).

The President designates the Chair of the Committee. The Office of the President will provide staff support to the committee.

IV. Procedures
a. All nominations shall be submitted to the Chair of the Committee, together with a statement indicating the suitability of the proposed name or award in accordance with the guidelines and procedures outlined in this document.

b. All nominations should conform to these procedures and guidelines. If a nomination does not so conform, the reasons for setting aside the usual criteria should accompany the nomination.

c. All nominations shall be held in the strictest of confidence by all interested parties until the designation or award is approved.

d. When considering nominations, the Committee shall consult with the unit’s highest authority and/or those most closely related to the specific category or item under consideration, e.g., the unit’s Dean in the case of the naming of a property containing an academic program, or the unit’s Vice President in the case of naming of a property that provides a service or functions to facilitate events.

e. The Committee is polled by electronic mail (or called together to vote, if necessary, but this is unusual) and forwards its recommendation(s) to the President.

f. The President (or her designee) shall implement the naming/renaming of all property and the institution/changing of university-wide awards pursuant to the parameters set out in the action of the Board of Trustees on June 24, 2021 concerning the designations policy:

BOARD OF TRUSTEES POLICY CONCERNING UNIVERSITY DESIGNATIONS AND AWARDS

Adopted: June 24, 2021

Upon the recommendation of the President, the Board of Trustees shall approve the designation of all nameable spaces:

- with a philanthropic commitment of $1 million or greater;
- with a philanthropic commitment of $100,000 to $999,999 if the nameable space is considered a prominent public space – defined as those spaces with high visibility, heavy usage, or those linked to significant University traditions; and
- whenever the President otherwise deems it to be in the best interest of the University to request approval by the Board of Trustees.

All designations follow the procedure for designations and awards as described in the University Advisory Committee on Designations and Awards (UACDA) Procedures and Guidelines Document.

The policy for designations is described in the University of Louisville Naming Guidelines.
V. Guidelines

a. Insofar as possible, the designation should include a functional description of the item, e.g., “Belknap Campus,” “Cochran Fountain,” etc.
b. Insofar as possible, the magnitude of the item designated should bear an appropriate relation to the event or memorial included in the designation. For example, major campus sites, academic units, or external facilities might be limited to major historical events or persons of national, state, or institutional significance.
c. Insofar as possible, the more intimate categories of familiar facilities, awards, prizes, archives, and special collections should be reserved for memorializing those events or persons most closely related to the University community (such as individual trustees, members of the President’s Council, administrators, faculty, staff, students, alumni, benefactors, and friends).
d. Other Considerations
   i. Full vs. partial names. On December 6, 1974, the committee resolved that all facilities named since 1955 should bear the full names, or, as a minimum, the given as well as the surnames, of those so honored, but added that if specifically requested by the designee with the concurrence of the Vice President for University Advancement, the name may not conform to these guidelines. Facilities and units named prior to 1955 should continue their traditional designations (e.g., Belknap Campus).
   ii. Arbitrator of what is the official designation. The Committee is sometimes called upon to determine the actual, traditional, or historical name of something in question. The final authority, of course, is the Board of Trustees.
   iii. Accuracy of plaques. In 1983, the Committee discussed the problem of the creation, from time to time, of building designations and other plaques that contain inaccuracies. The President's Office approved the Committee's recommendation that the text and official nomenclature of proposed plaques be reviewed by the University Archivist and the Office of Facilities Management before the plaques are created and displayed.

e. The University Advisory Committee on Designations and Awards does not plan or coordinate dedication ceremonies.

VI. Who May Submit Recommendations?

Recommendations may be submitted by anyone from the University community or from the
community at-large. All members of the University community – trustees, members of the
President’s Council, administration, faculty, staff, students, alumni, benefactors, and
friends – should feel free to submit recommendations for awards and designations.
Recommendations should contain an explanation of the significance of the award or
designation and should be addressed to the Chair of the University Advisory Committee
on Designations and Awards.

VII. Categories of Designations

Designations may be applied to several different categories of property and academic or
University-related activities. These include, but are not limited to:

a. Campus sites or centers; e.g., the "Belknap Campus" and the "Health Sciences
   Center."
b. Academic units such as colleges, institutes, centers, or schools; e.g., the
   "Raymond A. Kent School of Social Work," the "J.B. Speed School of
   Engineering," the "Allen R. Hite Art Institute," and the “Ulmer Career
   Management Center.”
c. External facilities such as buildings, ways, special use land areas, athletic fields
   and facilities, or sites outside buildings; e.g., the "Life Sciences Building," "Jouett
   Hall," "Patterson Hall," "Stevenson Hall," “Cochran Fountain,” the “Quad,” the
   “Dan Dobina Softball Field,” the “Jim Patterson Baseball Stadium,” and such
   currently undesignated facilities as parking lots, streets, and athletic fields and
   facilities.
d. Internal facilities such as lecture halls, lounges, laboratories, classrooms, seminar
   rooms, or special areas within buildings, e.g., the “Bigelow Hall,” the Allen Court
   Room,” and the " Dr. Gary and Allyson Ball Simulation Clinic."

VIII. Categories of Awards

a. New awards, or the changing of current awards, to be considered by the
   Committee shall be university-wide, meaning awards that can be given and
   received throughout the university regardless of the unit or discipline of the
   recipient. Current examples include but are not limited to:

i. Minerva Award – UofL’s highest honor bestowed upon individuals and/or
   organizations based upon service and good works.
ii. Trustees Award – Faculty award given and funded by the Board of
    Trustees.
iii. Grawemeyer Awards – five annual prizes given in the fields of music, political science, psychology, education and religion.

iv. George J. Howe Distinguished Staff Award – Staff award given and funded through a philanthropic gift.

v. Distinguished Faculty Awards – Faculty awards given by the President’s Office.

vi. Outstanding Performance Awards – Staff awards given by the President’s Office.

These awards may or may not have monetary benefits.

b. New awards, or the changing of current awards, that do not need to be considered by the Committee shall be awarded to individuals or organizations within the specific units or disciplines from which the award derives and should follow the university’s usual process of approval, i.e., recommendation from the department/unit chair → dean/vice president → Faculty/Staff/Student Senates → President/Executive Vice Presidents.