

# Naming Policy

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Policy owner: Vice President for University Development & Alumni Relations

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## SECTION I. PURPOSE

The University of St. Thomas offers donors the opportunity to name designated St. Thomas assets in recognition of qualifying philanthropic gifts. From time to time St. Thomas also may name designated assets to honor a person without an associated philanthropic gift. The purpose of this policy is to establish expectations regarding the naming of St. Thomas assets, with or without a philanthropic gift, and the solicitation of donor gifts that include naming opportunities.

## SECTION II. POLICY SCOPE AND APPLICABILITY; POLICY APPROVAL

This policy governs the naming of all St. Thomas assets, as defined below. The expectations set forth in this policy apply to all St. Thomas students, employees (faculty, staff and student workers), contractors and volunteers, and all schools, colleges, divisions, departments and other units, including athletic teams and alumni and student clubs and organizations.

Approval of this policy and any amendments is reserved to the St. Thomas Board of Trustees or its authorized committee(s), which are referred to in this policy as the **Board**. The policy may be amended at any time at the Board's discretion.

## SECTION III. DEFINITIONS

For purposes of this policy, the following terms have the following meanings:

- a. **Asset** means any St. Thomas property, organizational unit or position, program or fund that can be named, including but not limited to colleges and schools; programs; centers and institutes; deanships; chairs; professorships; faculty fellowships; scholarships; lectureships; awards; buildings, facilities, plazas, gardens and other physical spaces and portions thereof; and other university property.
- b. **Donor** means any person (which may include one or more individuals and/or a corporation, foundation or other organization) who make completed gifts or irrevocable pledges to St. Thomas or its subsidiaries.
- c. **Honoree** means any person (which may include one or more individuals or a corporation, foundation or other organization, or a St. Thomas alumni class) whose name is applied to an asset pursuant to this policy. In the case of assets named by a donor, the honoree may be the donor or another person or persons designated by the donor in accordance with this policy.
- d. **UDAR** means the University Development and Alumni Relations division.

#### **SECTION IV. NAMING AUTHORITY**

The Board has ultimate authority to approve the assets available to be named and the naming of assets. The Board has delegated authority to identify assets that may be named and the naming of specific assets to the president, except as otherwise set forth in this policy. No commitment regarding the naming of any asset may be made prior to approval of the naming in accordance with this policy.

#### **SECTION V. MINIMUM STANDARDS APPLICABLE TO ALL NAMING PROPOSALS**

Naming of an asset will be approved only if the naming, in the determination of the approving authority, (a) is consistent with the mission, convictions and vision of St. Thomas; (b) will not subject St. Thomas to risks or costs it is unwilling to accept; and (c) meets all other qualifications set forth in this policy for the applicable naming opportunity.

#### **SECTION VI. HONORARY NAMING**

Honorary namings may be approved from time to time, without a philanthropic gift to St. Thomas, to recognize an honoree's extraordinary contributions or service to St. Thomas or other meritorious qualities that are consistent with the St. Thomas mission, convictions and vision.

The president has authority to approve honorary naming proposals, other than honorary naming proposals for colleges, schools, buildings and other physical facilities, which are subject to approval of the president and the Board. Honorary naming proposals must have prior approval of the authorized approver(s) before discussion with the potential honoree.

Honorary naming proposals may be submitted to or initiated by the president. Proposals submitted to the president must be accompanied by a statement in support of the proposal, together with any supplemental materials the proposer believes to be relevant. The president may advance proposals that, in the president's judgment, meet the applicable naming standards and would, if approved, benefit St. Thomas. The president is not required to advance an honorary naming proposal.

Honorary naming proposals advanced by the president will be submitted to the President's Cabinet for consideration and a recommendation whether to approve the proposal. The president may seek additional input at the president's discretion, including, if desired, establishing an ad hoc committee to consider the proposal.

Honorary namings are temporary in nature. Assets with honorary namings may be renamed at the discretion of the authorized approver(s) of the naming.

#### **SECTION VII. NAMING OPPORTUNITIES ASSOCIATED WITH PHILANTHROPIC GIFTS**

Donors may be granted the opportunity to name assets in connection with charitable gifts as set forth in this policy. The grant of a naming opportunity associated with a gift must be set forth in a properly executed pledge or gift agreement that has been approved by the president or the president's authorized designee, in consultation with the Office of General Counsel.

UDAR is charged with maintaining an inventory of donor naming opportunities.

## **A. Minimum Requirements Applicable to All Naming Opportunities Associated with Gifts**

Unless otherwise provided in this policy or approved by the president or the president's designee, naming opportunities will be granted to donors only in connection with:

1. Completed gifts to St. Thomas that have been fully paid; or
2. Irrevocable pledges that are subject to an enforceable pledge agreement, if the following additional conditions are met:
  - a. The face value of the deferred gift commitment must equal or exceed the minimum gift amount required to qualify for the naming opportunity.
  - b. The agreement must include a donor commitment to make annual gifts to St. Thomas in amounts that fully replace St. Thomas expenditures (e.g., debt service payments) due to the gift not being fully paid, and spendable endowment income that will not be available to St. Thomas due to the gift not being fully paid (calculated using the university's established endowment income distribution formula).
  - c. The donor must make the required annual gifts described in the preceding paragraph until the gift is fully paid.

## **B. Minimum Gift Amounts for Specific Naming Opportunities**

1. **Namings of Endowed Positions, Lectureships and Awards.** Endowed positions, lectureships and awards established with the following minimum gifts may, at the donor's request, carry the name of an honoree designated by the donor. Such namings are subject to approval of the president or the president's authorized designee. At the discretion of the president, exceptions to the minimum gift levels below may be approved if determined to be in the best interests of the university.
  - a. **Deanships:** Minimum gift of \$5,000,000 in permanent endowment.
  - b. **Chairs:** Minimum gift of \$3,000,000 in permanent endowment.
  - c. **Professorships:** Minimum gift of \$1,500,000 in permanent endowment.
  - d. **Faculty Fellowships:** Provides research support for faculty. Minimum gift of \$250,000 in permanent endowment.
  - e. **Scholarships and Graduate Fellowships:** Minimum gift of \$150,000 in permanent endowment.
  - f. **Lectureships, Awards and Other Named Endowments:** Minimum gift of \$50,000 in permanent endowment.
2. **Temporary Namings of Positions, Scholarships, Lectureships and Awards.** Expendable (non-endowment) positions, scholarships, lectureships and awards established with the following minimum gifts may, at the donor's request, carry the name of an honoree designated by the donor for a limited duration of up to five years, based on the number of years of expense covered by the gift. Such namings are subject to approval of the president or the president's authorized designee. The duration of the temporary naming must be set forth in the gift instrument.

- a. **Deanships:** Minimum gift in an amount per year that equals or exceeds the dean's annual compensation and benefits, expendable for the entire term of the naming, with a minimum term of three years.
  - b. **Chairs:** Minimum gift in an amount per year that equals or exceeds the chair's annual compensation and benefits, expendable for the entire term of the naming, with a minimum term of three years.
  - c. **Professorships:** Minimum gift in an amount per year that equals or exceeds the chair's annual compensation and benefits, expendable for the entire term of the naming, with a minimum term of three years.
  - d. **Scholarships:** Minimum gift of \$6,000 per year expendable for a minimum term of four years.
  - e. **Lectureships and Awards:** Minimum gift of \$5,000 per year expendable for a minimum term of five years.
3. **Namings of Colleges, Schools, Programs, Centers and Institutes.** Colleges, schools, programs, centers and institutes may be named to recognize endowment and/or expendable gifts that provide annual operating funding in the amounts required to materially and sustainably subsidize the annual costs to operate the college, school, program, center or institute, as determined by the president taking into account factors the president deems relevant, which will include, without limitation, comparable market practices. These naming opportunities are a powerful affirmation of the donor's relationship with St. Thomas, and the quality of this relationship and the donor's contributions will be carefully considered in relation to the asset proposed to be named. These naming proposals must have prior approval of the president and the Board Chair before discussion with the potential donor and are subject to approval of the president and the Board.
4. **Namings of Buildings, Other Facilities and Spaces Within Them.** Buildings, other facilities and discrete spaces within them (e.g., labs, lecture halls, seminar rooms, atriums, mezzanines and other common spaces) may be named to recognize endowment gifts and, if required, expendable gifts that provide annual operating funding as provided below.
- Naming proposals for buildings and other facilities must have prior approval of the president and the Board Chair before discussion with the potential donor and are subject to approval of the president and the Board. The Board reserves the right to increase the minimum gift to name a particular building, facility or space in its discretion.
- Naming proposals for discrete spaces within buildings and other facilities must have prior approval of the vice president for UDAR or the vice president's authorized designee before discussion with the potential donor and are subject to approval of the president.
- a. **New Construction.** Except as provided below or otherwise approved by the president if determined to be in the best interests of the university, the gift must be fifty percent (50%) or more of total project costs, and St. Thomas also may require an additional gift to create an endowment that will support not less than ten percent (10%) of the anticipated annual operating costs of the new building or other facility. The determination whether to require an operating endowment gift and the amount of such gift will be determined by the authorized approver following consultation with Facilities Management and using the established St. Thomas endowment income distribution formula.

Some buildings and other facilities generate a clearly defined revenue stream that can be used to reduce the cost of construction and/or the ongoing operational costs associated with the building (e.g., residence halls, research facilities and health clinics). The Board reserves the right to reduce the minimum gift amount required from a donor to name a building or other facility that has a clearly defined revenue stream, but in no event will the minimum gift be less than thirty-five percent (35%) of total project costs. A separate operating endowment gift will remain a required component for the naming opportunity.

- b. Renovation of Existing Structure.** The gift must be fifty percent (50%) or more of the budgeted total project costs. There is no requirement for an operating endowment gift, provided that the renovation does not materially increase operating costs.
- c. Existing Structure with No Related Construction.** For an existing structure with no related construction, the gift must be thirty-five percent (35%) or more of the replacement cost of the structure. There is no requirement for an operating endowment gift.
- d. Discrete Spaces Within Buildings and Other Facilities.** Required gift levels to name discrete spaces within new, renovated or unrenovated existing buildings will be recommended to the president by the vice president for UDAR in consultation with Facilities Management and the dean(s) or other senior administrator whose program(s) occupy the space. Minimum gift levels will take into consideration the visibility of the space to be named, the nature of the activity housed in the named space, the attractiveness and location of the space, an evaluation of the cost of building or replacing the space to be named, and the minimum gift levels required for other naming opportunities existing within the same structure or similar structures of similar age and quality.
- e. Additional Conditions for All Naming Opportunities Associated with New and Renovated Buildings and Other Facilities.**
  - All building and facilities construction and renovation projects must be approved through the university's established capital project approval process.
  - Prior to public announcement of the university's intent to initiate a construction or renovation project that carries an honoree's name, St. Thomas must have on record the required, fully executed gift agreement or irrevocable and enforceable pledge agreement from the naming donor.
  - Deferred gift commitments from the naming donor will be for a term of years that does not exceed the anticipated time for the completion of the construction or renovation and will be secured by a binding commitment from the naming donor's estate, except that the president may approve exceptions to this requirement if the donor will provide an ongoing gift income stream that the president determines is sufficient to offset the university's construction or renovation costs (e.g., in the amount of debt service payments) pending full payment of the gift.
  - Prior to groundbreaking or commencement of construction of a project that carries an honoree's name, St. Thomas must have received the completed gift or, if the naming project is associated with an irrevocable pledge, the first annual gift of spendable income as required by this policy.

5. **Namings of Other Assets.** Gardens, quadrangles, lawns, trees, fountains, benches, operating funds and other assets may be named in recognition of gifts in minimum amounts determined at the discretion of the president. Naming proposals for such assets must have prior approval of the vice president for UDAR or the vice president's authorized designee before discussion with the potential donor and are subject to approval of the president.
6. **Replacement of Limited Life Assets.** Naming of assets that have a limited life and are anticipated not to be in existence for more than twenty (20) years, or that are anticipated to require replacement in twenty (20) or fewer years, will have naming terms that expire at the end of the limited life of the asset. If a limited life asset is replaced by a substantially similar asset, the authorized approver for naming the replacement asset has discretion to offer the naming donor the first option to renew the naming opportunity at a level commensurate with the new cost and anticipated life of the replacement asset. If the donor chooses not to accept this opportunity, the naming opportunity may be presented to other potential donors.

## **SECTION VIII. REMOVAL OR CHANGING OF NAMING ASSOCIATED WITH A GIFT**

### **A. Initiation by St. Thomas**

St. Thomas reserves the right to remove the name of an honoree from any asset if:

1. The donor fails to timely honor the donor's financial or other commitments associated with the naming.
2. In the determination of the Board, the donor or honoree engages in conduct, or St. Thomas becomes aware of past conduct by the donor or honoree, that reflects unfavorably upon the good name, goodwill, reputation or image of St. Thomas.

Given the long life of a university, it is likely that a named building, facility or other physical asset someday will be demolished, substantially remodeled, replaced, sold or otherwise disposed of. Should this occur, St. Thomas will review the circumstances and seek an alternative donor recognition opportunity that is consistent with the donor's original intent.

If a named building, facility or other physical asset is destroyed by fire or an act of God, St. Thomas is not required to rebuild or replace the named asset. However, if St. Thomas uses insurance proceeds to rebuild, renovate or replace the asset and the insurance proceeds exceed at least two-thirds (66%) of the total project expense, then St. Thomas will maintain the honoree's name on the rebuilt, renovated or replaced asset.

### **B. Initiation by the Donor**

On occasion, a donor may wish to change how that donor is recognized by removing, revising or changing the name of the honoree (e.g., where a change in marital status results in changes in the name of an honoree). A naming donor may request that an honoree's name is removed or changed by submitting a written request, rationale and any accompanying supportive documentation to the vice president for UDAR, who will make a recommendation to the president regarding the proposed change. The president (or the president's authorized designee) has authority to approve requested naming changes at the president's discretion. Any expenses incurred by St. Thomas to change or remove the honoree's name will be the responsibility of the donor.

## **SECTION IX. SIGNAGE**

UDAR will work in cooperation with Marketing, Insights and Communications and Facilities Management staff to design and install signage recognizing the honoree on or adjacent to named assets. Signage and collateral materials that reflect approved namings will comply with St. Thomas brand and campus design standards and will be commensurate with the size of the gift and other recognition standards.

# Appendix A to Naming Policy

## Renaming Principles



# ***Final Report of the Committee to Establish Principles for Renaming***

## **Preamble**

The University of St. Thomas is an institution dedicated to the unflinching pursuit of truth. Our founder, Archbishop John Ireland once said, “I believe God intends the present to be better than the past and the future to be better than the present.”<sup>1</sup> In fidelity to this spirit, the Committee to Establish Principles for Renaming presents the enclosed recommendations. Like the St. Thomas mission and convictions, the recommendations seek to promote two core values: honest inquiry in pursuit of truth, and promotion of the dignity of our community and its members.

The University’s understanding of its own history requires the pursuit of truth and a willingness to act when that truth is in conflict with our values. At St. Thomas, our history speaks with two voices. It states the objective record of the University’s past, which must be protected from erasure or alteration. It also shares our commemorative memory, where the honorees of the university’s past are a reflection of who we aspire to be at a particular moment in time. When who we honor from our past no longer reflects who we are called to be now as a university, we must reconcile that difference.

This process of reflection and reconsideration must be animated by the educational ideals and Catholic identity of the University of St. Thomas. Pursuit of truth requires the collection and interpretation of evidence done in the spirit of transparency. The process of investigating

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<sup>1</sup> John Ireland, *The Church and Modern Society: Lectures and Addresses* (Chicago: D. H. McBride, 1896), 66.

whether a University asset should be renamed or otherwise reconsidered must mirror the scholarly ideals that the University upholds in its academic practice. The input of students, faculty, staff, alumni, trustees, and other stakeholders must inform both the deliberations and the outcome of any renaming process. Furthermore, those making decisions must represent the diverse perspectives that enrich the St. Thomas community through their varied worldviews and experiences. Particular attention should be paid to including the perspectives of those whose identity or experiences have been historically marginalized within the St. Thomas community or beyond. In this way, St. Thomas lives out its core convictions: pursuing truth and modeling academic excellence while embracing the dignity of each member of its vibrant and diverse community.

Who and what the University of St. Thomas chooses to honor and enshrine in the commemorative memory are important, and the Committee to Establish Principles for Renaming hopes these recommendations are also helpful to those tasked with naming assets in the future. But the Committee also emphasizes that while the objective record cannot be changed, the commemorative memory can be and is populated by more than mere names: it is the sum of all actions we take to honor, challenge, contextualize, and educate our community about our shared history, even when it is difficult. Let these actions be a reflection of our identity and commitment to the unyielding pursuit of truth.

Prof. Yohuru Williams, Distinguished University Chair and  
Professor of History, co-chair

Prof. Gregory Sisk, Laghi Distinguished Chair in Law, co-chair

Jesse Addo, Graduate Student

Prof. Bernard Brady, Theology and Office for Mission

Dr. Amy Goldman, Chair and Executive Director, GHR  
Foundation, trustee

Dr. MayKao Y. Hang, Vice President Strategic Initiatives and  
Founding Dean, Morrison Family College of Health

Danielle Hermann, Title IX Coordinator

Ann Kenne, University Archivist

Viridiana Martinez, Undergraduate Student

Erica Oswald, Assistant to the Provost

Joseph Plante, University Advancement

Prof. Jayne Sommers, Educational Leadership

Prof. David Williard, History

Honorable Wilhelmina (Mimi) Wright, Judge, U.S. District Court  
for the District of Minnesota, trustee

Submitted May 3, 2021

## ***Scope of Renaming Policy***

### ***Renaming Policy Applies to Named University of St. Thomas Assets***

**This renaming policy applies to all assets of the University of St. Thomas that are designated by a namesake as an honorific title for an individual person, a family, a group of identified persons, a corporation or other business association, a foundation, a philanthropic organization, or other entity. The policy applies to buildings, portions of buildings, internal plazas and streets, professorships, scholarships, statues, portraits, and other university assets that are designated by a name. The policy does not apply to assets that are not designated by a name but which may be accompanied by a plaque or other record identifying a person or persons who contributed toward or donated the asset, as to which changes would not need approval by the Board of Trustees.**

### ***General Considerations on the Occasion of and Principles for Renaming***

#### ***A. Renaming on account of values should be an exceptional event***

**There is a strong presumption against renaming a University of St. Thomas asset on the basis of the values associated with its namesake. Such a renaming should be considered only in exceptional circumstances.**

There are many reasons to honor tradition at a university. Historical names are a source of knowledge. Tradition often carries wisdom that is not immediately apparent to the current generation; no generation stands alone at the end of history with perfect moral hindsight.

Moreover, names produce continuity in the symbols around which students and alumni develop bonds with the university and bonds with one another. Those bonds often help to establish lifelong connections of great value to members of the St. Thomas community and to the University of St. Thomas.

A presumption of continuity in campus names helps ensure that the University of St. Thomas does not elide the moral complexity often associated with the lives of those who make outsized impressions on the world. The presumption against renaming would not in itself decide any such case. But it embodies the good reasons for giving continuity substantial weight. Holding all else equal, it is a virtue to appreciate the complexity of those lives that have given shape to the world in which we live.<sup>2</sup>

## ***B. Principles to be considered to decide whether renaming on the basis of values is warranted***

### **Did the namesake make major contributions to the University of St. Thomas?**

Changing a name where a particular namesake played a relatively modest role in the University is more likely to be appropriate, while a more compelling case must be made before changing a name where a different namesake, even with a similar legacy or behavior, played a substantial role in the University of St. Thomas.<sup>3</sup>

### **Is a principal legacy of the namesake fundamentally at odds with the mission of the University of St. Thomas?**

Determining the principal legacies of a namesake obliges the University of St. Thomas to study and make a scholarly judgment on how the namesake's legacies should be understood.

As examples, the principal legacy would be fundamentally at odds with the mission of the University of St. Thomas if it contradicted the message of the University's founder, Archbishop John Ireland, that racial inequality was shameful to him as a

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<sup>2</sup> This language, redacted, is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 18 (2016).

<sup>3</sup> This language, heavily redacted and changed, is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 19 (2016).

person, as a citizen, and as a Christian;<sup>4</sup> if it directly undermined the founding purpose of the University of St. Thomas to ensure educational opportunities for immigrants and the disadvantaged; or if was scandalously inconsistent with the Catholic Church's teaching on the sanctity of human life.<sup>5</sup>

## **Was the relevant principal legacy significantly contested in the time and place in which the namesake lived?**

We must acknowledge the moral fallibility of those who aim to evaluate the past. Paying attention to the standards of the time also usefully distinguishes those who actively promoted some morally odious practice, or dedicated much of their lives to upholding that practice, on the one hand, from those whose relationship to such a practice was unexceptional, on the other.

Renaming is more likely to be warranted when insistent and searching critiques of the relevant legacy were available at the time and place in which the namesake lived.<sup>6</sup>

## **Did the namesake personally engage in odious behavior in a persistent or grievously harmful manner?**

The case for renaming is most compelling when personal odious behavior was exhibited on a sustained basis as part of the namesake's public life, rather than an isolated incident. The case is likewise weaker if the namesake demonstrated deep and consistent contrition and attempted to rectify the behavior. Grievous harm, such as personal violence against innocents and sexual abuse of another person, especially a child, presents a compelling case for renaming, even if that harm was limited to a single event.<sup>7</sup>

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<sup>4</sup> Archbishop John Ireland, Sermon, St. Augustine's Church, Washington D.C., May 5, 1890; See Joseph Connors, *Journey Toward Fulfillment: A History of the College of St. Thomas* ( St. Paul, MN: The College of St. Thomas, 1986), 82.

<sup>5</sup> This language, both redacted and revised to emphasize University of St. Thomas principles, is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 19-20 (2016).

<sup>6</sup> This language, heavily redacted, is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 20-21 (2016).

<sup>7</sup> This language is borrowed in part from the George Washington University, Naming Task Force Renaming Framework: Guiding Principles at 3 (2020), with additional original material.

**Is the honorific recognition of the namesake having a significantly adverse impact on members of our current University of St. Thomas community or the community at large?**

The case for renaming is strongest when the principal legacy or odious moral behavior of the namesake has a significant negative effect on the core University of St. Thomas missions of pursuing knowledge and receiving an education. Thus, the case for renaming is strong to the extent that retaining a name creates an environment at St. Thomas that impairs the ability of students, faculty, or staff of a particular gender, sexual orientation, race, religion, national origin, or other characteristic protected by federal law or university policy, to participate fully and effectively in the missions of the University. The case for renaming is stronger where the name is prominent and encountered in a personal or intimate setting (e.g., a student residence) or in a facility where a student is focused on learning and studying (e.g., classroom).<sup>8</sup>

***C. Decisions to retain a name or to rename may come with obligations of nonerasure, historical contextualization, and education***

In considering whether to retain a name, remove a name, or alter a name, the University of St. Thomas should consider whether any harm can be mitigated and historical knowledge preserved by recognizing and addressing the individual's wrongful behavior. When a feature is renamed or when the name is retained but the University considers it a close question, the University should consider describing the history in a prominent way—at the feature, where practicable, or in some other suitable location.<sup>9</sup>

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<sup>8</sup> This language is borrowed in substantial part from the Florida State University President's Advisory Panel on University Namings and Recognitions at 3 (July 12, 2018) and Stanford University Principles and Procedures for Renaming Buildings and Other Features at Stanford University, with additional original material.

<sup>9</sup> This language, substantially redacted, with the addition of the word "education," and restated in non-passive voice is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 22-23 (2016).

**When a name is altered, the University of St. Thomas is obliged to ensure that the removal does not have the effect of erasing history.**

Names communicate historical information, but they often confer honor as well. These two features of a name can be disentangled if renaming is accompanied by creative and substantial efforts to mitigate the possible erasure of history. Changing a name is thus not synonymous with erasing history.

In many instances, renaming an asset will make it incumbent on a university to take affirmative steps to avoid the problem of erasure. Such steps may include conspicuous museum-like exhibits; architecturally thoughtful installations, plaques, and signs; public art; or other such steps.<sup>10</sup>

**When a name is retained, the University of St. Thomas may be obliged to provide educational context and ensure that preservation does not have the effect of distorting history.**

When the University determines that a contested name should remain rather than be changed, it should consider the potential educational value to the University community of contextualizing and addressing the namesake's legacy or behavior. When the University decides to retain the name but there are strong arguments for and against renaming, the University will be best served by exploring educational opportunities to address the history in a deliberate and visible manner.<sup>11</sup>

## ***Procedure and Sensibilities in Evaluating a Particular Renaming Question***

### ***A. Making a Renaming Request***

**Any member of the University of St. Thomas community may submit a written request for renaming to the Office for Mission. While no particular format is required and the request may be**

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<sup>10</sup> This language, substantially redacted, with the addition of the word “education,” and restated in non-passive voice is borrowed from the Yale University Report of the Committee to Establish Principles on Renaming at 22-23 (2016).

<sup>11</sup> This language is adapted from Stanford University Principles and Procedures for Renaming Buildings and Other Features at Stanford University.



stated in ordinary language, the requester should (1) identify the subject of the request; and (2) explain the reason for the proposed renaming. Requestors may also wish to discuss how the proposed renaming is supported by the *General Considerations on the Occasion of and Principles for Renaming*.

### ***B. Office for Mission Consideration***

The Vice President for Mission shall acknowledge receipt of the request within seven days. The Vice President for Mission shall conduct such preliminary investigation and evaluation as deemed appropriate. The Vice President for Mission shall consult with the Associate Vice President for Inclusive Excellence and with the University Archivist, and may consult with other offices or persons at the University of St. Thomas. The Vice President for Mission shall then refer the renaming request with a recommendation regarding future action to the President. The referral and recommendation of the Vice President for Mission ordinarily should occur within 30 days.

### ***C. Initial Presidential Review***

The President shall review the renaming request and the recommendation of the Office for Mission. In the President's discretion, the President may:

- a. Deny the request with such explanation to the requester as the President deems appropriate.
- b. Decide the request needs further evaluation and appoint an ad hoc committee for that purpose, notifying the requester of this decision.

The President's decision ordinarily should occur within 30 days.

#### ***D. Ad Hoc Renaming Committee***

If the President exercises discretion to appoint an ad hoc committee to investigate and evaluate a renaming request, the committee shall include appropriate representation from the University of St. Thomas faculty, staff, students, alumni, and trustees, with attention to diversity of background and expertise in the committee's membership. Preferably within 90 days after creation of the committee, the committee shall submit a final written report to the President, which shall also be made public to the St. Thomas community. The report shall provide a recommendation and rationale for affirming the name, removing the name, or altering the name, and may include suggest additional action.

In its work, the committee shall be guided by the *General Considerations on the Occasion of and Principles for Renaming*. The committee should also demonstrate the following sensibilities:

- a. Following the St. Thomas mission to be morally responsible and to think critically, act wisely, and work skillfully, the committee shall thoroughly examine the evidence, be contextually sensitive in evaluating the evidence, exhibit intellectual rigor, and demonstrate compassion for those impacted by the decision.
- b. Affirming the St. Thomas mission to advance the common good, the committee shall act on behalf of the entire St. Thomas community and seek out and listen to those reflecting a wide range of views regarding the potential renaming decision.
- c. Upholding the St. Thomas conviction of respecting the dignity of each person and creating a caring

culture, the committee shall keep the St. Thomas community informed about progress in its work.

- d. Carrying out the St. Thomas educational mission, the committee shall conduct itself as a teacher, presenting its report and recommendation in a manner that does not ignore or erase the past.

#### ***E. Presidential Review of Ad Hoc Committee Report***

After the ad hoc committee has delivered its report and recommendation, the President may accept, deny, or modify the committee's recommendation before bringing the matter to the Board of Trustees for final action.

#### ***F. Final Action by the Board of Trustees***

The Board of Trustees maintains the ultimate authority to rename an asset. The Board of Trustees may accept, deny, or modify any recommendation made by the President. The Board of Trustees will act on the matter according to its regular governance policies and procedures.