



Governance & Policy Committee

December 2015

December 10, 2015

3:30 p.m. - 5:15 p.m.

East Committee Room, McNamara Alumni Center

GOV - DEC 2015

1. Culture of the Board

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BOARD OF REGENTS DOCKET ITEM SUMMARY

Governance & Policy

December 10, 2015

AGENDA ITEM: Culture of the Board

Review Review + Action Action Discussion

This is a report required by Board policy.

PRESENTERS: Regent Linda Cohen
Barbara Tuckner, Ph.D., Consultant, Management Analysis & Development

PURPOSE & KEY POINTS

The purpose of this item is to discuss and begin building a set of agreed-upon statements that describe individual behavior relative to the role and work of the Board and its position within the University.

This facilitated session will involve small-group work to establish for the full Board’s discussion a set of “simple rules” to guide behavior in an environment where people act independently and impact the whole. The concept of “simple rules” emerges from complexity science and will be covered during the session. Additional detail is in the Background section, below.

This item also provides an opportunity for the committee to identify or discuss potential development areas for future Board retreats or ongoing Regent education and development.

BACKGROUND

The concept of “simple rules” has its roots in complexity science, which identifies rules that shape a system or organization’s culture. Abiding by simple rules can bring coherence and effective decision making to settings that are unpredictable or constantly changing.

Below are excerpts from the article [“Simple Rules: Organizational DNA,”](#) by Royce Holladay, M.Ed. The excerpts explain complex adaptive systems and simple rules as a tool for building productive organizational relationships and establishing expectations for behavior.

Excerpts:

A complex adaptive system is defined as a collection of interdependent, semi-autonomous agents who have the freedom to act in unpredictable ways and whose actions are interconnected such that they produce system-wide patterns (Dooley, 1997). The

individuals in an organization are interdependent; they use self-determination in the midst of the organization's regulations; and their interactions, on a day-to-day basis and over time, create patterns of behavior across the organization. Thinking about an organization's culture as those system-wide patterns, this definition can be shifted slightly. An organization is a complex adaptive system made up of a collection of people who behave as they will and whose interactions are interconnected such that they produce the organizational culture. ...

Simple rules can be thought of as carrying the codes that make up relationships and work expectations as they are iterated through organizational and individual decisions. What offers hope for organizational work is that, in addition to using simple rules to examine past and current behavior, people can use simple rules to build productive relationships, establish expectations for behavior, and enhance organizational systems.

In complex adaptive systems, simple rules provide guidance for "decisions" about how best to adapt to changes in the environment. By using one list of rules as a screening mechanism when approaching decisions and planning, an organization can reap multiple benefits:

- Individuals are better able to anticipate what other members will do, resulting in greater cohesiveness and consistency in decision making.
- Individuals are better able to anticipate and understand what supervisors are expecting in decision making. This increased understanding engenders greater security and confidence of employees.
- There is reduced need for layers of bureaucracy that attempt to codify all decisions and any possible contingencies.
- Organizational structures support interactions and behaviors throughout the organization in alignment with the simple rules.
- The simple rules continue across time, assuring continuity through periods of change.

Simple rules make up the "code" that helps people know how to act and interact in any group. As individuals interact according to these rules, patterns of behavior emerge, forming the culture that permeates the organization. Using the concept of simple rules, a leader can understand the foundational elements of the culture as it exists, communicate organizational values in actionable ways, and establish organizational expectations for performance and behavior in such a way that they are "portable" and can be shared throughout the organization and across lines of differences.

Understanding simple rules that underlie the current culture is the first step. In any organization, regardless of what the culture is, one only need talk with a handful of people about what gets noticed and rewarded to gain a sense of the simple rules that created that culture. "What do you pay attention to?" "What would an outsider say the rules are?" "What would the receptionist say the rules are?" These questions trigger conversations about unspoken rules that govern organizational behavior. These rules are not always explicit or even present at a conscious level, but they are powerful forces.

When these rules are unspoken, people may not understand the dynamics of their interactions, causing uncertainty and distrust. ...

There are a few "rules" to remember about developing simple rules:

1. The rules should be designed to **amplify and reward what is desired behavior** across the organization.
2. The rules should be kept to “minimum specifications.” **The statements should be brief and powerful. They should also be transferable across the organization.** If a rule applies only in one or two places in the organization, then it is an instruction, not a rule. To identify the rule underneath that instruction, people should ask why that is important. What is the ultimate goal of such an instruction? The rule that underlies that instruction will become explicit.
3. **The list should be short.** There should be seven (plus or minus two) rules as a maximum, and the fewer that can be named and still capture the intent of the organization, the better they are. A short list is important for a couple of reasons. Humans cannot remember more than about seven items in a list, and if it is to guide individual behaviors, then it has to be easily remembered and shared. Additionally reducing the list to such a small number forces groups to clarify what are “instructions” and what are the real “simple rules.”
4. Simple rules should **address three important areas of relationship** within the organization. First, at least one rule should address *how people come together and who they are as a group* – the container that bounds them. Second, there should be at least one rule to *address the differences that exist in the group*. Third, at least one rule should focus on *how those in the organization exchange information and other resources*.
5. **Each rule should begin with an action verb.** Most values statements are passive descriptions of what is important, leaving a gap between them and the action of the organization. As the focus shifts from values, however, if there are action-oriented statements about how to live those values, then people in the organization are clearer about what is expected.



BOARD OF REGENTS DOCKET ITEM SUMMARY

Governance & Policy

December 10, 2015

AGENDA ITEM: Administrative Policy Development and Review/Approval Process

Review **Review + Action** **Action** **Discussion**

This is a report required by Board policy.

PRESENTERS: Michele Gross, Director, University Policy Program

PURPOSE & KEY POINTS

The purpose of this item is an overview of the administrative policy development and review/approval processes. The presentation will include background information, a summary of the two-tier review and approval process, and the types of new and revised policies.

BACKGROUND INFORMATION

Through its Policy Program, the University establishes administrative policies intended to align with current operations; sets behavioral expectations across the system; and communicates policy roles and responsibilities. The criteria for creating new administrative policies, the relationship of campus and college policies to administrative policies, and the development and approval processes are defined in Administrative Policy: [Establishing Administrative Policies](#). This “policy on policy” also reiterates Board of Regents Policy: [Board Policy Development](#) Section III. Corrections, which states “If other University policies conflict with Board policy, Board policy takes precedence.”

The University of Minnesota was one of the early adopters in higher education of a centralized [administrative policy library](#) and standard templates. The Policy Program Office was created in 1992 and the first central website was available to the University community that same year.

In 2007, the program was transferred from the Controllers’ Office to the Office of the President. This increased the visibility of the program and associated processes, and enabled the policy program director to bring policies that existed in other locations across the institution within the policy program. It was at this time that the formal structure of review and final approval by senior leaders was established.

The policy program encompasses 200 administrative policies, over 600 documents that directly support the policies (procedures, appendices, and FAQs), more than 500 central forms, and the legal contract templates. The development and revision processes incorporate steps to ensure consistency, clarity, transparency, and accuracy.

Administrative Policy Governance

Two standing committees provide oversight and approval of new and revised administrative policies. The Policy Advisory Committee (PAC) conducts the initial review and provides recommendations for policy owners to consider. The President's Policy Committee (PPC) has decision making authority for administrative policies.

The PPC:

- Oversees the administrative policy framework to ensure policy alignment, continuity, and accountability;
- Applies an institutional perspective to the review and approval of administrative policies;
- Consults with the President and full Executive Team on policy matters that involve a substantially new direction or major impact on the University;
- Approves new policies and substantive amendments to existing policies for promulgation to ensure policies meet the minimum criteria for adoption as administrative policies;
- Assesses and determines the institution's administrative policy needs; and
- Ensures policy development and management plans are appropriate for the administration of policies.

The membership of the PPC is:

- Chief of Staff to the President (Chair)
- Senior Vice President of Academic Affairs and Provost
- Vice President, Academic Health Center
- Vice President, Research
- Vice President and Chief Financial Officer, Budget and Finance
- Vice President, University Services
- Vice President, Office of Human Resources
- Vice President and Chief Information Officer, Information Technology
- General Counsel
- Associate Vice President, Internal Audit

The Policy Advisory Committee (PAC) is authorized by the PPC to:

- Review policy plans to determine if the criteria for administrative policies are met;
- Review policy drafts for clarity and consistency;
- Provide recommendations to the PPC on whether a policy should move to the public review state; and
- Provide regular updates to each member's respective University officer (vice president or chancellor).

The membership of the PAC is:

- Director, University Policy Program (Chair)
- Deputy General Counsel, Office of the General Counsel
- Associate Vice President, Academic Health Center
- Deputy Chief of Staff, Office of the President
- Assistant Vice President, Office of the Vice President for Research
- Chief Information Security Officer, Office of Information Technology
- Audit Manager, Office of Internal Audit
- Associate to the UM Duluth Chancellor's Office

- Assistant Controller, Controller's Office
- Associate Vice Chancellor, UM Crookston Student Affairs and Enrollment
- Associate Vice Chancellor, Admin, UM Rochester
- Principal Secretary, Office of Human Resources
- Director, Office of Institutional Compliance
- Assistant to the Provost, Office of the Senior Vice President for Academic Affairs and Provost
- Finance Director, UM Morris Business Services
- Assistant to the Vice President, University Services
- Executive Assistant, University Senate Office

Administrative Policy Development and Change

1. New Administrative Policy Requests

New policy requests are generally initiated by the individual responsible for the implementation of the policy and the related procedures, processes, instructions, and forms (policy owner), with the consent of that policy owner's senior leader. Policy owners begin the process by completing a Policy Plan document that fosters a consistent approach for defining 1) the need for the development of a new, or the revision of an existing, policy; 2) the types and magnitude of the risks that the policy will mitigate; 3) the policy development process the owner will use; and 4) how the policy will be managed going forward.

All new policies undergo a two-tier review, first with the Policy Advisory Committee (PAC) and then with the President's Policy Committee (PPC) for review and final approval. Policy owners must consult with representatives from target audiences (typically those who will be most affected by the policy) during the development phase of new or significantly revised policies, prior to the two-tier review. This includes engaging one or more University Senate committees in the discussion, where appropriate.

2. Comprehensive Review

Each policy goes through a comprehensive review every four years. The purpose of the comprehensive review is to determine:

- If a policy is still needed;
- Whether the purpose and goal(s) of the policy are being met;
- Whether changes are needed to improve effectiveness; and
- Whether the appropriate education/training, monitoring and ongoing review of the policy is occurring.

Policies undergoing comprehensive review are presented to the PAC for review and comment. If the proposed changes are "major," the proposed revision is also presented to the PPC for review and approval.

3. Off-Cycle Change

Policy owners may propose a major change at any time. These changes are typically triggered by a change in law, a change in an enterprise system that may require procedural changes, or by

a management decision. Policy owners may accelerate the comprehensive review timeline to address multiple reasons for revisions concurrently.

4. Minor Change

Administrative policies contain a level of specificity that increases the number of minor changes that can occur in between the comprehensive review cycles. Examples of these changes include the addition or revision of definitions; the names of policy contacts; required technical fixes; or revisions to or the addition of frequently asked questions (FAQ). All changes, including minor changes, are documented in the policy record and become part of the archive history.

ADMINISTRATIVE POLICY DEVELOPMENT PROCESS

Initiate

Develop & Approve

Implement

Maintain

Policy Owner or Responsible Officer

Identify a policy need or change. Discuss with manager or senior leader.

Begin drafting policy. Prepare the Policy Plan or Change Request document.

Consult with key constituents or groups (e.g., Senate). Revise as needed.

Communicate/ educate targeted audiences on policy and procedure

Monitor compliance, evaluate feedback, review regularly

Director, University Policy Program

Research policies if requested by owner.

Complete initial review. Inform owner. Convene PAC.

Post draft policy on-line for 30-days

Publish the approved policy. Communicate to broad audiences.

Monitor and facilitate review schedules – Make updates as requested

Policy Advisory Committee (PAC)

Review documents/ provide feedback on form and policy to owner.

New or major change?

No

President's Policy Committee (PPC)

Review policy. Makes decision whether or not to move to 30-day review

Yes

Chair of PPC approves, or reconvenes PPC if major changes are made.

Administrative Policy Development

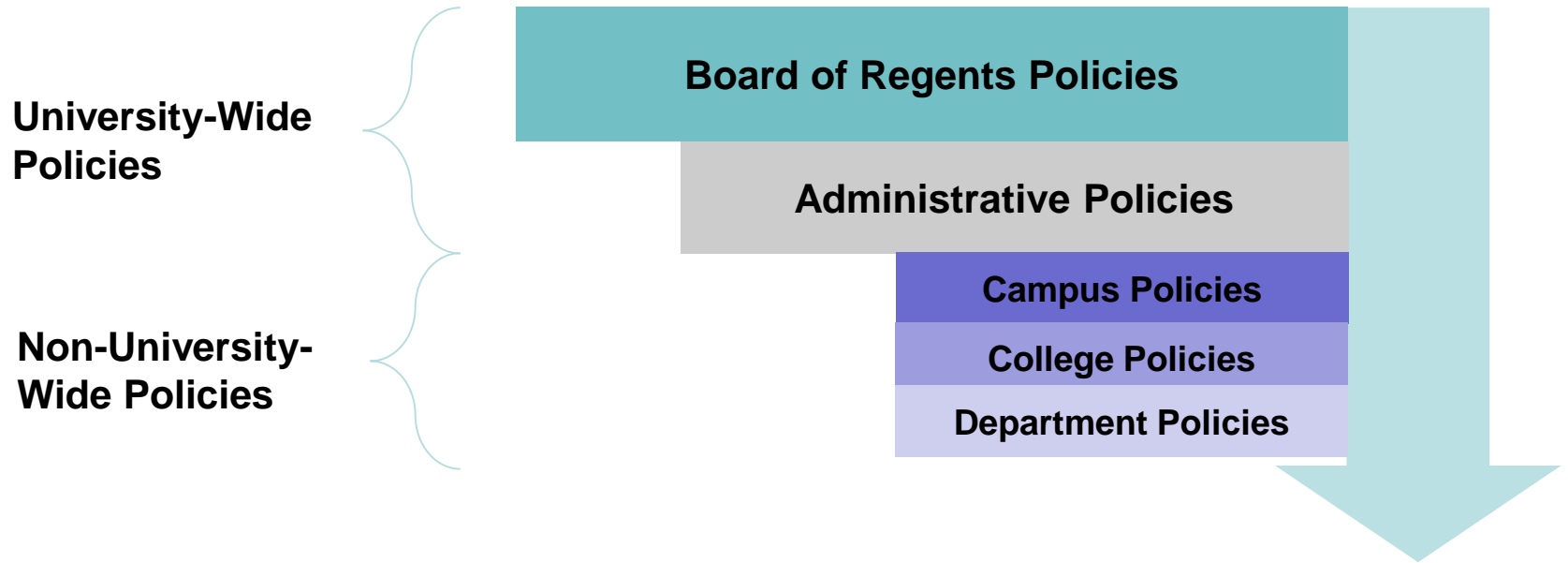
Michele Gross
Director, University Policy Program
Office of Institutional Compliance



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

University Policy Framework Hierarchy



Policy Library

- Administrative policy documents that apply:
 - System-wide
 - To two of more system campuses
 - To the Twin Cities campus
- Links to Board of Regents policies
- Links to campus policy sites
- All supplemental information

Administrative Policies

- 199 administrative policies (as of 12/4/15)
- Comprehensive review cycle: every four years
- Policies are divided into six categories
- Typically 4 new policies are added annually and 5 current policies are retired
- Approximately 200 changes made monthly

The Blueprint: Policy on Policy

- Framework for our policy program
- Contains the criteria for an administrative policy
- Specifies the scope of the program
- Clarifies the two-tier decision-making process
- Specifies policy relationships: Board, administrative, campus, and local policies
- Includes templates and procedures

Policy Criteria

University-wide administrative policies must:

- implement Board of Regents policy; achieve compliance with laws, rules, or regulations; or address a risk to the institution that cannot be adequately addressed elsewhere
- apply institution-wide or campus-wide
- have significant impact (e.g., # of people/units impacted, type of risk), and
- promote operational efficiency and effectiveness

Stakeholders

- Campus representatives
- Established committees
- Students
- Faculty governance (e.g., Senate Committee on Educational Policy)
- Other administrative units impacted by the policy

Consultation Example 1

Individual Conflicts of Interest

- Senate Committee on Faculty Affairs
- Senate Consultative Committee
- Senate Research Committee
- Chairs of the conflict of interest review panels
- Academic Health Center Faculty Consultative Committee
- Academic Freedom and Tenure Committee

Consultation Example 2

Promoting Timely Graduation of Undergraduates

- The Registrars Advisory Committee
- The Undergraduate Policy Group
- System Campus registrars and scholastic committees
- The Student Degree Progress Group
- Minnesota Student Association
- Senate Committee on Education Policy (including student representatives)



BOARD OF REGENTS DOCKET ITEM SUMMARY

Governance & Policy

December 10, 2015

AGENDA ITEM: Board of Regents Policy: *Awards, Honors, and Recognition*

Review **Review + Action** **Action** **Discussion**

This is a report required by Board policy.

PRESENTERS: Jason Langworthy, Board Associate, Policy & Committees, Office of the Board of Regents

PURPOSE & KEY POINTS

To review amendments to Board of Regents Policy: *Awards, Honors, and Recognition*. The proposed amendments include:

- A complete revision aimed to improve clarity and specificity of the policy. Only those awards, honors, and recognitions (awards) approved directly by the Board remain in the revised policy. All other awards listed in Board policy but approved by other University offices will be transitioned to Administrative policy.
- A new section (Section V.) that delegates to the president the responsibility to ensure that appropriate Administrative policies are maintained to support the creation and granting of other awards for the University.
- Clear language that delineates the honorary degree, Regents Professor, and Regents Award as the highest University honors.
- A new approval structure for the Regents Award that more closely aligns with the approval process for Regents Professors.
- Repurposing the Award of Outstanding Merit and Certificate of Recognition.
- Eliminating the Distinguished International Service Award. The award has not been granted since the 1980's.

Due to the number and breadth of the proposed revisions to the policy, the docket includes the current and revised policies as separate documents.

BACKGROUND INFORMATION

Board of Regents Policy: *Awards, Honors, and Recognition* was adopted on February 19, 1965 and last amended on February 7, 2013.



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BOARD OF REGENTS POLICY

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Academic

**AWARDS, HONORS, AND
RECOGNITION**

Adopted: February 19, 1965

Amended: April 13, 1984; March 10, 1989; July 8,
1994; March 13, 1998; June 12, 1998; September 11,
1998; December 13, 2002; February 13, 2004;
November 10, 2005; June 11, 2010; February 7, 2013

Draft for Review

AWARDS, HONORS, AND RECOGNITION

SECTION I. SCOPE.

This policy describes the granting of awards, honors, and recognition by the University of Minnesota (University).

SECTION II. GUIDING PRINCIPLES.

Subd. 1. Recognition of Excellence. The University recognizes excellence and achievement by conferring awards and honors on prominent local, state, national, and international persons who have achieved distinction in public service, enterprise, education, science, literature, and the arts.

Subd. 2. Employee Recruitment and Retention. Awards granted to employees contribute to the quality of the University in extremely significant ways, enabling the University to attract and retain a talented workforce and the very best scholars and researchers in particular fields.

Subd. 3. Alignment. The awards, honors, and recognitions described in this policy shall be bestowed in accordance with the provisions of Board of Regents Policy: *Equity, Diversity, Equal Opportunity, and Affirmative Action* and Board of Regents Policy: *Reservation and Delegation of Authority*.

SECTION III. CONFLICT OF INTEREST RELATING TO A REGENT.

When a Regent or former Regent is under consideration for an award (other than *Regent Emeritus*), a special committee, chaired and appointed by the chair of the University Senate All-University Honors Committee (Honors Committee), shall be convened to review and approve the award. The special committee shall include the chair of the Board of Regents (Board), or the vice chair if the recommended award recipient is the chair; the senior vice president for academic affairs and provost; and the president of the University of Minnesota Foundation (Foundation). It shall have final approval.

SECTION IV. RESTRICTIONS ON THE USE OF TITLE.

The use of the titles *University*, *distinguished*, or *Regents Professor* are authorized only by the Board.

SECTION V. DELEGATION OF AUTHORITY.

Subd. 1. Other Awards, Honors, and Recognitions. The president or delegate shall ensure that appropriate administrative policies are maintained to support the creation and granting of other awards, honors, and recognitions for the University. The president shall recommend to the Board any use of the titles *University* or *distinguished*.



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AWARDS, HONORS, AND
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Draft for Review

SECTION VI. HONORARY DEGREES.

The awarding of honorary degrees by a university is an extension of its role as the unique institution in society devoted to the discovery, transmission, and preservation of knowledge. The honorary degree is the highest award granted by the University and constitutes recognition of distinctive achievement that has added materially to knowledge and to the betterment of society.

Subd. 1. Approval. The Board approves this award.

Subd. 2. Management. The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

Subd. 3. Provisions.

- (a) **Selection Criteria and Degree Titles.** An honorary degree may be awarded to an individual who has achieved acknowledged eminence in cultural affairs (Doctor of Humane Letters), public service (Doctor of Laws), or a field of knowledge and scholarship (Doctor of Science). The University honors qualified persons within the academic community and other arenas, such as public service or enterprise. Persons receiving honorary degrees need not have received their education at, or have been otherwise associated with, the University. Honorary degrees shall not be awarded solely to encourage or reward contributions to the University.
- (b) **Public Recognition.** The awarding of honorary degrees is an event at which achievement is celebrated and given public recognition. It is customary to award several honorary degrees each year.

SECTION VII. REGENTS PROFESSOR.

The special title of *Regents Professor* is the highest recognition the University gives to a member of its faculty.

Subd. 1. Approval. The Board awards the title *Regents Professor* to selected members of the faculty, upon recommendation of the president.

Subd. 2. Management. The Office of the President manages this award process. The president appoints a Selection Advisory Committee (SAC) to review Regents professor nominations, consult with persons from other universities, and make recommendations to the president. Members of the SAC serve at the president's pleasure, but consideration shall be given for some continuity of membership.

- (a) **Nomination.** Any person or group may nominate a faculty member to receive the title of *Regents Professor*. Nominations are made to the president.
- (b) **Selection Criteria.** Nominations shall be judged according to:
 - the criteria used by the University to evaluate eligibility for the rank of full professor;
 - the scope and quality of scholarly and/or artistic contributions;
 - the quality of teaching; and
 - contributions to the public good.



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Academic

**AWARDS, HONORS, AND
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Draft for Review

Only nominees whose academic distinction is clearly outstanding and whose distinction is clearly recognized by the academic community are recommended to the president.

- (c) **Review and Recommendations.** The SAC shall review nominees and make recommendations to the president. It is the responsibility of the president to recommend awards to the Board.
- (d) **Restriction on Number of Recipients.** The best guarantee of the significance of this award is careful restriction of the total number of recipients. Generally, not more than three persons shall be designated *Regents Professor* in any given year.

Subd. 3. Provisions.

- (a) **Title of Regents Professor.** The title *Regents Professor*, once awarded, shall be held as long as the recipient retains a full-time, tenured appointment as a faculty member of the University. To be considered "full-time," the recipient must hold at least a 66 percent time appointment or be on a sabbatical or other approved leave, including phased retirement. Upon retirement or reduction of the appointment to less than 66 percent time, the faculty member becomes *Regents Professor Emeritus*. The academic field of accomplishment shall continue to be a part of the title, as, for example, "*Regents Professor of _____ (academic department or field).*"
- (b) **Duties and Responsibilities.** Designation as a Regents professor does not necessarily imply any changes in duties and responsibilities.
- (c) **Recognition.** A person named as a Regents professor shall be suitably recognized in a public ceremony and shall receive from the University a medallion suitable for desk use and for use with academic costume.
- (d) **Annual Stipend.** Regents professors shall receive annual stipends from a recognized University foundation during their tenure as faculty members. The stipend shall cease upon retirement or a reduction of appointment to less than 66 percent time, excluding phased retirement.
- (e) **Private Financial Support.** The University welcomes private donor support of stipends for Regents professors. However, no endowment shall be accepted to underwrite creation of a Regents professorship in a given department or college.
- (f) **Salary.** Appointment as a Regents professor shall not imply any particular salary level for the faculty member receiving such an honor. The salaries of Regents professors shall be determined independently and without reference to their receipt of an annual stipend from the Foundation.
- (g) **Budgetary Oversight.** The president maintains oversight of budget items for Regents professors, but budget items shall be transferred to the college in which the recipient holds appointment.

SECTION VIII. REGENTS AWARD.

The Regents Award is the highest honor granted by the Board to individuals who have performed exceptionally valuable and meritorious service to the University or contributed to the building and development of the University through significant benefactions. Candidacy is not limited to graduates or former students of the University.



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**AWARDS, HONORS, AND
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Draft for Review

Subd. 1. Approval. The Board approves this award.

Subd. 2. Management. The Board Office manages this award process. A Regents Award Nominating Committee shall review nominations and submit recommendations to the Board. The committee shall include the executive director/corporate secretary, the president, the senior vice president for academic affairs and provost, the chair of the Honors Committee, and the chair of the Senate Consultative Committee, or their designees. The president of the Foundation shall serve as an ex officio member.

Subd. 3. Restriction on Number of Recipients. The best guarantee of the significance of this award is careful restriction of the total number of recipients. Generally, not more than three Regents Awards shall be awarded in any given year.

SECTION IX. OUTSTANDING ACHIEVEMENT AWARDS.

Outstanding Achievement Awards may be granted to former students of the University who have attained unusual distinction in their chosen fields, professions, or public service, and who have demonstrated outstanding achievement and leadership on a community, state, national, or international level. Education at the University should represent a significant portion of a candidate's total education.

Subd. 1. Approval. The Board approves this award.

Subd. 2. Management. The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

SECTION X. AWARDS OF DISTINCTION.

The Award of Distinction may be granted to individuals who are not or who have not been a student or employee of the University in recognition of distinction in their field, profession, and/or public or volunteer service.

Subd. 1. Approval. The Board approves this award.

Subd. 2. Management. The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

SECTION XI. ALUMNI SERVICE AWARDS.

The Alumni Service Award may be granted to a graduate or a former student in recognition of volunteer service to the University; its schools, colleges, departments, or faculty; or to the University of Minnesota Twin Cities Alumni Association (Alumni Association) or any of its constituent groups.

Subd. 1. Approval. The Board approves this award.



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BOARD OF REGENTS POLICY

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Subd. 2. Management. The Alumni Association manages this award process. Nominations are submitted to the executive director of the Alumni Association. After review by the Alumni Association's Alumni Honors Committee, a recommendation is forwarded to the Honors Committee, which then forwards a recommendation to the president. The president recommends awards to the Board.

SECTION XII. AWARD OF OUTSTANDING MERIT.

The Award of Outstanding Merit is given to an individual or group of individuals that has demonstrated long and meritorious service to the University.

Subd. 1. Approval. The Board approves this award.

Subd. 2. Management. The Board Office manages this award process.

SECTION XIII. CERTIFICATE OF RECOGNITION.

The Certificate of Recognition recognizes significant achievement by members of the University community who have attained unusual distinction.

Subd. 1. Approval. The chair of the Board approves this award.

Subd. 2. Management. The Board Office manages this award process.

SECTION XIV. REGENT EMERITUS AND PRESIDENT EMERITUS TITLES.

Subd. 1. Regent Emeritus. Regents are awarded the title of *Regent Emeritus* upon their retirement from the Board.

Subd. 2. President Emeritus. The title of *President Emeritus* may be bestowed upon a president who has completed service as president of the University. The chair of the Board approves the awarding of the title of *President Emeritus*.

Subd. 3. Management. The Board Office manages the process for both titles.



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BOARD OF REGENTS POLICY

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AWARDS, HONORS, AND
RECOGNITION

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1998; June 12, 1998; September 11, 1998; December
13, 2002; February 13, 2004; November 10, 2005;
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AWARDS, HONORS, AND RECOGNITION

This policy describes University of Minnesota (University) awards granted to faculty (Article 2), awards administered by the All-University Honors Committee (Article 3), Regents Awards (Article 4), and Other University Awards (Article 5).

The awards, honors, and recognitions described in this policy shall be bestowed in accordance with the provisions of Board of Regents Policy: *Equity, Diversity, Equal Opportunity, and Affirmative Action* and Board of Regents Policy: *Reservation and Delegation of Authority*.

ARTICLE 1

INTRODUCTION

SECTION I. GUIDING PRINCIPLES.

The following principles shall guide the granting of awards, honors, and recognition at the University:

Subd. 1. Recognition of Excellence. The University recognizes excellence and achievement by conferring awards and honors on prominent local, state, national, and international persons who have achieved distinction in public service, enterprise, education, science, literature, and the arts.

Subd. 2. Employee Recruitment and Retention. Awards granted to employees contribute to the quality of the University in extremely significant ways, enabling the University to attract and retain a talented workforce and the very best scholars and researchers in particular fields.

SECTION II. CONFLICT OF INTEREST RELATING TO A REGENT.

When a Regent or former Regent is under consideration for an award (other than *Regent Emeritus*), a special committee, chaired and appointed by the chair of the University Senate All-University Honors Committee (Honors Committee), shall be convened to review and approve the award. The special committee shall include the chair of the Board of Regents (Board), or the vice chair if the recommended award recipient is the chair; the vice president for university relations; the senior vice president for academic affairs and provost; and the president of the University of Minnesota Foundation (Foundation). It shall have final approval.

SECTION III. RESTRICTIONS ON THE USE OF TITLE.

The use of the titles *University, distinguished, or Regents Professor* are authorized only by the Board.



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Academic

AWARDS, HONORS, AND
RECOGNITION

Adopted: February 19, 1965 & March 10, 1989
Amended: April 13, 1984; July 8, 1994; March 13,
1998; June 12, 1998; September 11, 1998; December
13, 2002; February 13, 2004; November 10, 2005;
June 11, 2010; February 7, 2013

ARTICLE 2

FACULTY AWARDS

SECTION I. REGENTS PROFESSOR.

The special title of *Regents Professor* is the highest recognition the University gives to a member of its faculty.

Subd. 1. Approval. The Board awards the title *Regents Professor* to selected members of the faculty, upon recommendation of the president.

Subd. 2. Management. The Office of the President manages this award process. The president appoints a Selection Advisory Committee (SAC) to review Regents professor nominations, consult with persons from other universities, and make recommendations to the president. Members of the SAC serve at the president's pleasure, but consideration shall be given for some continuity of membership.

- (a) **Nomination.** Any person or group may nominate a faculty member to receive the title of *Regents Professor*. Nominations are made to the president.
- (b) **Selection Criteria.** Nominations shall be judged according to:
 - the criteria used by the University to evaluate eligibility for the rank of full professor;
 - the scope and quality of scholarly and/or artistic contributions;
 - the quality of teaching; and
 - contributions to the public good.

Only nominees whose academic distinction is clearly outstanding and whose distinction is clearly recognized by the academic community are recommended to the president.

- (c) **Review and Recommendations.** The SAC shall review nominees and make recommendations to the president. It is the responsibility of the president to recommend awards to the Board.
- (d) **Restriction on Number of Recipients.** The best guarantee of the significance of this award is careful restriction of the total number of recipients. Generally, not more than three persons shall be designated *Regents Professor* in any given year.

Subd. 3. Provisions.

- (a) **Title of Regents Professor.** The title *Regents Professor*, once awarded, shall be held as long as the recipient retains a full-time, tenured appointment as a faculty member of the University. To be considered "full-time," the recipient must hold at least a 66 percent time appointment or be on a sabbatical or other approved leave, including phased retirement. Upon retirement or reduction of the appointment to less than 66 percent time, the faculty member becomes *Regents Professor Emeritus*. The academic field of accomplishment shall continue to be a part of the title, as, for example, "*Regents Professor of _____ (academic department or field).*"
- (b) **Duties and Responsibilities.** Designation as a Regents professor does not necessarily imply any changes in duties and responsibilities.



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- (c) **Recognition.** A person named as a Regents professor shall be suitably recognized in a public ceremony and shall receive from the University a medallion suitable for desk use and for use with academic costume.
- (d) **Annual Stipend.** Regents professors shall receive annual stipends from a recognized University foundation during their tenure as faculty members. The stipend shall cease upon retirement or a reduction of appointment to less than 66 percent time, excluding phased retirement.
- (e) **Private Financial Support.** The University welcomes private donor support of stipends for Regents professors. However, no endowment shall be accepted to underwrite creation of a Regents professorship in a given department or college.
- (f) **Salary.** Appointment as a Regents professor shall not imply any particular salary level for the faculty member receiving such an honor. The salaries of Regents professors shall be determined independently and without reference to their receipt of an annual stipend from the Foundation.
- (g) **Budgetary Oversight.** The president maintains oversight of budget items for Regents professors, but budget items shall be transferred to the college in which the recipient holds appointment.

SECTION II. MCKNIGHT AWARDS.

The following McKnight Award programs identify, recognize, and support the University's most promising faculty at critical stages in their careers:

Subd. 1. McKnight Presidential Endowed Chairs. The McKnight Presidential Endowed Chair is the highest honors of the McKnight Award programs and recognizes highly distinguished, world-class scholars.

- (a) **Approval.** The president approves this award, upon recommendation of the senior vice president for academic affairs and provost.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

Subd. 2. McKnight Presidential Professorships. The McKnight Presidential Professorship is one of the highest honors for faculty and recognizes highly distinguished, world-class scholars.

- (a) **Approval.** The president approves this award, upon recommendation of the senior vice president for academic affairs and provost.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

Subd. 3. Distinguished McKnight University Professorship. The Distinguished McKnight University Professorship recognizes outstanding mid-career faculty members who have recently achieved full professor status for: their scholarly achievements; the potential for greater attainment in their field; the extent to which their achievements have brought distinction to the University; the quality of their teaching and advising; and their contributions to the wider community. Recipients hold the title *Distinguished McKnight University Professor* for as long as they remain at the University.



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- (a) **Approval.** The senior vice president for academic affairs and provost approves this award, upon recommendation of a selection committee.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

Subd. 4. McKnight Presidential Fellows. The McKnight Presidential Fellow Award recognizes recently promoted associate professors in recognition of their research, scholarship, and leadership in their fields. Recipients hold the designation of *McKnight Presidential Fellow* for 3 years.

- (a) **Approval.** The president approves this award, upon the recommendations of the senior vice president for academic affairs and provost.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

Subd. 5. McKnight Land-Grant Professorship. The McKnight Land-Grant Professorship recognizes junior scholars for their potential for: important contributions to their field; the degree to which their past achievements and current ideas demonstrate originality, imagination, and innovation; their potential for attracting outstanding students; and the significance of their research and the clarity with which it is conveyed to the non-specialist. Recipients hold the designation of *McKnight Land-Grant Professor* for 2 years.

- (a) **Approval.** The senior vice president for academic affairs and provost approves this award, upon recommendation of a selection committee.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

**SECTION III. HORACE T. MORSE UNIVERSITY OF MINNESOTA ALUMNI
ASSOCIATION AWARD.**

The Horace T. Morse University of Minnesota Alumni Association Award is granted to faculty members and instructional academic professionals in recognition of outstanding contributions to undergraduate education.

Subd. 1. Approval. The University Senate Committee on Educational Policy (SCEP) approves this award, upon recommendation of a selection committee.

Subd. 2. Management. The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

**SECTION IV. OUTSTANDING CONTRIBUTIONS TO GRADUATE AND
PROFESSIONAL EDUCATION AWARD.**

The Outstanding Contributions to Graduate and Professional Education Award is granted to faculty members and instructional academic professionals in recognition of their outstanding contributions to post-baccalaureate graduate and professional education.



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Subd. 1. Approval. SCEP approves this award, upon recommendation of a selection committee.

Subd. 2. Management. The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

ARTICLE 3

ALL-UNIVERSITY HONORS AND AWARDS

All-University honors and awards are recommended to the president and the Board by the Honors Committee. The Honors Committee establishes procedures for nominations and solicitations, reviews, and recommends nominations for all-University honors and awards for the University system.

Subd. 1. Honorary Degrees. The award of honorary degrees by a university is an extension of its role as the unique institution in society devoted to the discovery, transmission, and preservation of knowledge. The honorary degree is the highest award granted by the University and constitutes recognition of distinctive achievement that has added materially to knowledge and to the betterment of society.

(a) **Approval.** The Board approves this award.

(b) **Management.** The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

(c) **Provisions.**

(1) **Selection Criteria and Degree Titles.** An honorary degree may be awarded to an individual who has achieved acknowledged eminence in cultural affairs (Doctor of Humane Letters), public service (Doctor of Laws), or a field of knowledge and scholarship (Doctor of Science). The University honors qualified persons within the academic community and other arenas, such as public service or enterprise. Persons receiving honorary degrees need not have received their education at, or have been otherwise associated with, the University. Honorary degrees shall not be awarded solely to encourage or reward contributions to the University.

(2) **Public Recognition.** The awarding of honorary degrees is an event at which achievement is celebrated and given public recognition. It is customary to award several honorary degrees each year.

Subd. 2. Outstanding Achievement Awards. Outstanding Achievement Awards may be granted to former students of the University who have attained unusual distinction in their chosen fields, professions, or public service, and who have demonstrated outstanding achievement and leadership on a community, state, national, or international level. Education at the University should represent a significant portion of a candidate's total education.

(a) **Approval.** The Board approves this award.

(b) **Management.** The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

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Subd. 3. Awards of Distinction. The Award of Distinction may be granted to individuals who are not or who have not been a student or employee of the University in recognition of distinction in their field, profession, and/or public or volunteer service.

- (a) **Approval.** The Board approves this award.
- (b) **Management.** The Honors Committee manages this award process and submits recommendations to the president. The president recommends awards to the Board.

Subd. 4. Alumni Service Awards. The Alumni Service Award may be granted to former students in recognition of volunteer service to the University; its schools, colleges, departments, or faculty; or to the University of Minnesota Twin Cities Alumni Association (Alumni Association) or any of its constituent groups.

- (a) **Approval.** The Board approves this award.
- (b) **Management.** The Alumni Association manages this award process. Nominations are submitted to the executive director of the Alumni Association. After review by the Alumni Association's Alumni Honors Committee, a recommendation is forwarded to the Honors Committee, which then forwards a recommendation to the president. The president recommends awards to the Board.

ARTICLE 4**REGENTS AWARDS**

Subd. 1. Regents Award. The Regents Award may be granted to individuals who have performed exceptionally valuable and meritorious service to the University or contributed to the building and development of the University through significant benefactions. Candidacy is not limited to graduates or former students of the University.

- (a) **Approval.** The Regents Award Nominating Committee approves this award.
- (b) **Management.** The Board Office manages this award process. A Regents Award Nominating Committee reviews nominations and selects recipients of the Regents Award. The committee shall include three members of the Board appointed by the chair of the Board, the president, the senior vice president for academic affairs and provost, and the chair of the Senate Consultative Committee. The president of the Foundation shall serve as an ex officio member.

Subd. 2. Certificate of Outstanding Merit. The Certificate of Outstanding Merit is given to an individual or group of individuals in the University in recognition of outstanding community service.

- (a) **Approval.** The chair of the Board approves this award.
- (b) **Management.** The Board Office manages this award process.

Subd. 3. Certificate of Recognition. The Certificate of Recognition recognizes significant achievement by members of the University community who have attained unusual distinction in a field of knowledge and scholarship.



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- (a) **Approval.** The chair of the Board approves this award.
- (b) **Management.** The Board Office manages this award process.

Subd. 4. Distinguished International Service Award. The Distinguished International Service Award recognizes distinguished foreign dignitaries visiting the University.

- (a) **Approval.** The chair of the Board approves this award.
- (b) **Management.** The Board Office manages this award process.

Subd. 5. Regent Emeritus Title. Regents are awarded the title of *Regent Emeritus* upon their retirement from the Board.

Subd. 6. President Emeritus Title. The title of *President Emeritus* may be bestowed upon a president who has completed service as president of the University.

- (a) **Approval.** The chair of the Board approves the awarding of the title of *President Emeritus*.
- (b) **Management.** The Board Office manages this award process.

ARTICLE 5

OTHER UNIVERSITY AWARDS

Subd. 1. Josie R. Johnson Human Rights and Social Justice Award.

The Josie R. Johnson Human Rights and Social Justice Award recognizes individuals who, through their principles and practices, exemplify a high standard of excellence in creating respectful and inclusive learning and working environments. Recipients must have made outstanding contributions to the promotion of human rights and social justice within the University community. At least one faculty or staff member and one student shall receive this award each year.

- (a) **Approval.** The Josie R. Johnson Human Rights and Social Justice Award Selection Committee approves this award.
- (b) **Management.** The Office of the Vice President for Equity and Diversity manages this award process.

Subd. 2. Outstanding Community Service Award. The Outstanding Community Service Award recognizes the outstanding contributions and accomplishments of faculty, staff, or community members who have made substantial, enduring contributions to the community and improved public life and the well being of society. Such contributions and accomplishments must result in long-term and lasting changes for the public good and demonstrate an unusual commitment to the University and the larger Minnesota community.

- (a) **Approval.** The senior vice president for academic affairs and provost approves this award, upon recommendation of a selection committee.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.



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Subd. 3. President's Award for Outstanding Service. The President's Award for Outstanding Service recognizes exceptional service to the University and its schools, colleges, departments, and service units by any active or retired member of the faculty or staff. Such service must go well beyond the regular duties of a faculty or staff member and must demonstrate unusual commitment to the University community.

- (a) **Approval.** The president approves this award, upon recommendation of the President's Award for Outstanding Service Committee.
- (b) **Management.** The Office of the President manages this award process.

Subd. 4. President's Community-Engaged Scholar Award. The President's Community-Engaged Scholar Award recognizes scholarly work conducted in partnership with a community partner.

- (a) **Approval.** The senior vice president for academic affairs and provost approves this award, upon recommendation of a committee.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this process.

Subd. 5. John Tate Awards for Excellence in Undergraduate Advising. The John Tate Awards for Excellence in Undergraduate Advising recognize and reward outstanding academic advising and call attention to the contributions that academic advising makes in helping students formulate and achieve intellectual, career, and personal goals.

- (a) **Approval.** The vice provost for undergraduate education approves this award, upon recommendation of a committee appointed by the vice provost for undergraduate education.
- (b) **Management.** The Office of the Senior Vice President for Academic Affairs and Provost manages this award process.

Subd. 6. Certificate of Appreciation. The Certificate of Appreciation may be awarded to any person for contributions or services at the collegiate or all-University level.

- (a) **Approval.** The relevant unit approves this award.
- (b) **Management.** The relevant unit manages this award process.

Subd. 7. Teaching Awards. Some individual collegiate units recognize teaching excellence.

- (a) **Approval.** The relevant collegiate unit approves this award.
- (b) **Management.** The relevant collegiate unit manages this award process.

Comprehensive Review - *Awards, Honors, and Recognitions*

AWARDS REMAINING IN BOARD POLICY

- Honorary Degrees
- Regents Professor
- Regents Award
- Outstanding Achievement Awards
- Awards of Distinction
- Alumni Service Awards
- Award of Outstanding Merit - *Repurpose*
- Certificate of Recognition - *Repurpose*
- Regent Emeritus Title
- President Emeritus Title

AWARDS TRANSITIONING TO ADMINISTRATIVE POLICY

Awards approved by the President:

- McKnight Presidential Endowed Chairs
- McKnight Presidential Professorships
- McKnight Presidential Fellows
- McKnight Land-Grant Professorship
- President's Award for Outstanding Service

Awards approved by other University offices:

- Distinguished McKnight University Professorship (Academic Affairs & Provost)
- Horace T. Morse Alumni Award (Senate Committee on Educational Policy)
- Outstanding Contributions to Graduate and Professional Education Award (Senate Committee on Educational Policy)
- Josie R. Johnson Human Rights and Social Justice Award (Equity and Diversity)
- Outstanding Community Service Award (Academic Affairs & Provost)
- President's Community-Engaged Scholar Award (Academic Affairs & Provost)
- John Tate Awards (vice provost for undergraduate education)
- Certificate of Appreciation (any unit)
- Teaching Awards (relevant collegiate unit)

AWARDS ELIMINATED

- Distinguished International Service Award



BOARD OF REGENTS DOCKET ITEM SUMMARY

Governance & Policy

December 10, 2015

AGENDA ITEM: Board of Regents Policy: *Namings*

Review

Review + Action

Action

Discussion

This is a report required by Board policy.

PRESENTERS: Amy Phenix, Chief of Staff

PURPOSE & KEY POINTS

To approve amendments to Board of Regents Policy: *Namings*. The proposed amendments include:

- Inserting a new section (Section II. (f)) to clarify that Significant University Assets may not be named in honor of current or former members of the Board of Regents except as provided in Section V of the policy. Such gift related namings may not include the title "Regent" or "Regent Emeritus."
- Narrowing Section III. Subd. 1. to remove lectureships, fellowships, professorships, and chairs from the definition of "Significant University Assets," as the namings for these academic assets are managed by a process that differs from the assets included in the definition.
- Clarifying in Section V. Subd. 2. (b) that the naming committee is not a standing committee with set membership, but is instead a group, with participation from the University Honors Committee, recognized University foundation officials, and academic and administrative officers dependent on the specific asset to be named, assembled to recommend namings to the president.

BACKGROUND INFORMATION

Board of Regents Policy: *Namings* was adopted on June 11, 2010.

The Governance & Policy Committee reviewed the proposed amendments on October 8, 2015. No subsequent changes were made to the proposed amendments.



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Administrative

NAMINGS

Adopted: June 11, 2010

Draft for Action

NAMINGS

SECTION I. SCOPE.

The policy governs the namings of significant University of Minnesota (University) assets, including (1) honorary namings (Section IV); (2) namings associated with gifts or sponsorships (Section V); and (3) other namings (Section VI).

SECTION II. GUIDING PRINCIPLES.

- (a) Naming for an individual or organization is an honor that forges a close link between the individual or organization and the University. As such, it is critically important that the integrity, history, behavior, and reputation of the named individual or organization be consistent with the academic mission and values of the University.
- (b) The University shall ensure that namings preserve the long-standing traditions, values, culture, and prestige of the University.
- (c) Namings as part of sponsorship agreements shall be consistent with the University's reputation and core values and the highest standards for business and financial integrity.
- (d) The University shall maintain a consistent, coordinated, and transparent approach to naming that reflects the University's consultative and collaborative decision-making process, ensures the proper review and approval of all naming proposals, and preserves confidentiality consistent with applicable law.
- (e) The University shall ensure coordination between: (1) the institution and recognized University foundations; and (2) fund-raising and academic units in order to maintain alignment of institutional and development priorities and compliance with University policies and procedures.
- (f) Significant University assets may not be named in honor of current or former members of the Board of Regents (Board) except as provided in Section V of this policy. Such gift related namings may not include the title "Regent" or "Regent Emeritus."

SECTION III. DEFINITIONS.

Subd. 1. Significant University Assets. *Significant University assets* shall mean tangible or intangible resources of the University that are of significant prominence or visibility. Assets include but are not limited to the following: colleges and schools; University-level academic programs, centers, and institutes; ~~lectureships, fellowships, professorships, and chairs~~; and buildings, significant portions of buildings, grounds, physical structures, streets, and areas.

Subd. 2. Donor. *Donor* shall mean a person or entity transferring money or other property to the University or one of its recognized foundations in connection with a naming, whether or not the donor is the subject of the naming.



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Subd. 3. Gift. *Gift* shall mean a transfer of, or promise to transfer, money or other property to the University without reciprocal benefit to the donor.

Subd. 4. Sponsor. *Sponsor* shall mean a person or entity entering into a sponsorship.

Subd. 5. Sponsorship. *Sponsorship* shall mean a contract involving the provision of funds or other support with the expectation of public acknowledgement or promotional opportunity.

Subd. 6. Street. *Street* shall mean any private road or driveway as defined in the *Regents of the University of Minnesota Traffic Regulations Ordinances*.

SECTION IV. HONORARY NAMINGS.

Significant University assets may be named in honor of an individual or a non-University entity to recognize service, dedication, or meritorious contributions to the institution when the naming is not associated with a gift or sponsorship.

Subd. 1. Naming of Colleges, Schools, and University-Level Academic Programs. These assets may be named in honor of an individual or non-University entity.

- (a) **Approval.** The Board of Regents (Board) reserves to itself authority to name, rename, or revoke the honorary naming of these assets.
- (b) **Management.** The Senate All-University Honors Committee (Honors Committee) manages the process and submits recommendations to the president, who recommends namings to the Board.

Subd. 2. Naming of Departmental Chairs A departmental chair may be named in honor of an individual.

- (a) **Approval.** The president or delegate approves this naming, with concurrence of departmental chairs.
- (b) **Management.** The relevant unit manages this naming process.

Subd. 3. Naming of Buildings and Other Significant University Assets. Buildings and other significant University assets may be named in honor of an individual or non-University entity. A building may be named for a person still living who has left the service of the University.

- (a) **Approval.** The Board of Regents (Board) reserves to itself authority to name, rename, or revoke the honorary naming of buildings and other significant University assets.
- (b) **Management.** The Honors Committee manages the process and submits recommendations to the president, who recommends namings to the Board.

Subd. 4. Namings of Buildings for Past Presidents. The University may name buildings for past presidents. Consideration of a naming shall take place after a president's association with the University has ended, usually between one and five years following service.

- (a) **Approval.** The Board of Regents (Board) reserves to itself authority to name, rename, or revoke the naming of buildings for past presidents.



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- (b) **Management.** The chair of the Board convenes a committee with representatives from the Board, the Faculty Consultative Committee, and the Honors Committee to develop a recommendation. This recommendation shall be forwarded to the Honors Committee for information prior to submission to the Board for final action.

Subd. 5. Naming of Separate Building Parts. Separate building parts that are not significant University assets may be named in honor of an individual or a non-University entity. An independent committee of the relevant academic or administrative leadership and building occupants shall manage and approve the namings.

SECTION V. NAMINGS ASSOCIATED WITH GIFTS OR SPONSORSHIPS.

Significant University assets may be named for individuals or non-University entities to recognize significant gifts or as part of a sponsorship. Colleges, schools, academic programs, centers, or institutes are not usually named for commercial entities; if the name of a commercial entity is to be considered, Board approval is required.

Subd. 1. Naming of Endowed Lectureships, Fellowships, Professorships, and Chairs. The University seeks and welcomes private financial support for endowed lectureships, fellowships, professorships, and chairs, which provide scholars a continuous and reliable source of support to pursue their research and teaching. Awards established in these categories shall typically carry the name of the donor, of a person or institution designated by the donor, or of a person in whose name the University seeks funds to endow the award.

- (a) **Approval.** The president or delegate approves the naming of a lectureship, fellowship, professorship, or chair.
- (b) **Management.** The relevant department or college establishes and manages the process for lectureships, fellowships, professorships, and chairs. Proposals to establish one of these institutional awards shall specify the conditions of the naming, the activities to be supported by the gift or sponsorship, and the amount of the endowment or the annual level of funding.
- (c) **Candidates.** The University shall have sole authority to appoint the holders of lectureships, fellowships, and chairs.
- (d) **Provisions.**
 - (1) **Restrictions on the Use of Title.** Lectureships, fellowships, professorships, and chairs shall not include such terms as *University*, *distinguished*, or the title *Regents Professor*. These titles are conferred only by the Board.
 - (2) **Level of Endowment.**
 - (i) **Endowment for Chairs.** A permanent chair may be established when \$2,000,000 or more has been placed in an endowment that provides in perpetuity the annual funds needed for support. Alternatively, a chair also may be established if a minimum of \$200,000 per year of expendable funds is made available for at least ten years.



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(ii) **Endowment for Professorships.** The combination of salary and endowment shall be sufficient to provide salary and fringe benefits for the recipient, staff support, travel, and other expenses. Professorships require a minimum of \$1,000,000 in permanent endowment or a minimum of \$100,000 per year of expendable funds for ten years.

(iii) **Endowment for Faculty Fellows.** Faculty fellows require a minimum of \$500,000 in permanent endowment or a minimum of \$50,000 per year of expendable funds for ten years.

(iv) **Other Named Endowments and Awards.** The titles of lectureships, scholarships, or other named awards may be used for gifts of less than \$500,000 in permanent endowment or \$50,000 a year for ten years. A minimum award in this category would provide at least \$1,000 per year for ten years.

Subd. 2. Naming of Colleges, Schools, Buildings, and Other Significant University Assets. These assets may be named to recognize gifts or as part of a sponsorship. No commitment regarding namings associated with gifts or sponsorships shall be made to the donor or sponsor prior to the applicable University review and approval.

- (a) **Consultation.** Prior to entering into substantive discussions or making an oral or written commitment regarding a naming to a donor or sponsor, any individual acting on behalf of the University or a recognized University foundation shall (1) inform the donor or sponsor of this policy; (2) consult with the president to determine whether the naming opportunity requires the review and approval process outlined below; and (3) consult with the recognized University foundations as appropriate to determine whether the proposed naming meets the guidelines of the recognized University foundations.
- (b) **Review.** A **standing** naming committee, with two representatives from the Honors Committee, representatives from the recognized University foundations, and relevant academic and administrative officers, shall review naming proposals and submit recommendations to the president. The president recommends namings to the Board.
- (c) **Approval.** The Board reserves to itself authority to name, rename, or revoke the naming of colleges, schools, buildings, and other significant University assets.
- (d) **Management.** For gifts, the recognized University foundations shall maintain guidelines to implement this policy in order to ensure consistency in the size of gifts relative to the significance of the asset being named. For sponsorships, the president or delegate shall ensure the consistency of the size of the sponsorship agreement relative to the overall significance of the asset to be named.

Subd. 3. Other Namings Associated with Gifts or Sponsorships. University assets not covered by the definition in Section III., Subd. 1., may be named to recognize gifts or as part of a sponsorship.

- (a) **Approval.** The president or delegate shall approve the naming of these assets.
- (b) **Management.** Recognized University foundations shall manage the process for the naming of these assets and maintain guidelines and criteria for these namings.



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Administrative

NAMINGS

Adopted: June 11, 2010

Draft for Action

SECTION VI. OTHER NAMINGS.

This section shall govern the naming of significant University assets when the name is not in honor of an individual or non-University entity and the naming is not associated with a gift or sponsorship.

Subd. 1. Naming of Colleges and Schools. A college or school may be named to reflect the relevant academic discipline.

- (a) **Approval.** The Board reserves to itself authority to name, rename, or revoke the naming of colleges and schools.
- (b) **Management.** The president or delegate recommends namings of colleges and schools to the Board.

Subd. 2. Naming of Buildings, Significant Portions of Buildings, Grounds, Physical Structures, Areas, or Streets. These assets may be named to describe the academic or administrative purpose of the asset or to reflect a symbolic meaning appropriate for the asset.

- (a) **Approval.** The Board reserves to itself authority to name, rename, or revoke the naming of buildings, significant portions of buildings, grounds, physical structures, areas, or streets.
- (b) **Management.** The Honors Committee manages the process for the naming of buildings, significant portions or buildings, grounds, physical structures, areas, or streets and submits recommendations to the president. The president recommends namings to the Board.
- (c) **Working Titles.** The president or delegate may provide a working title for buildings, significant portions of buildings, grounds, physical structures, areas, or streets during planning and construction and prior to official naming by the Board.

SECTION VII. RENAMINGS AND REVOCATION.

Subd. 1. Renamings. The University reserves the right to rename any named asset of the University. Renamings shall be consistent with the review and approval process for namings.

Subd. 2. Revocation. The University reserves the right to revoke a naming if for any reason it presents risk or harm to the reputation of the University, or if the intent of a gift or the terms of a sponsorship associated with the naming cannot be fulfilled. For all namings requiring Board approval, the Board reserves the right to revoke them. Other namings may be revoked by the president or delegate.

SECTION VIII. IMPLEMENTATION.

Subd. 1. Legal Review. All gift agreements or contracts involving a naming must be reviewed by the Office of the General Counsel prior to approval.

Subd. 2. Administration. The president or delegate shall establish and maintain administrative policies and procedures to implement this policy.