



The following Procedure was approved by the President and adopted by the University Space Committee on May 15, 2018. Subsequent updates to clarify the procedure have been made as needed.

Honorary Building & Room Naming Procedure for existing space

1. All requests for honorary room naming will be submitted to Campus Planning & Real Estate (CPRE) with written approval from the Department Chair.
2. Upon receiving the request, CPRE will contact the OHSU Foundation for coordination purposes.
3. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee.
4. The President will personally review any naming request for buildings.¹
5. In the case where a building will be renamed after an individual, a review for violations of code of conduct and other historical discipline will be completed by OHSU Legal.
6. CPRE will update OASIS and communicate the outcome of the decision with the requesting department and the OHSU Foundation.
7. CPRE's communication to the department will indicate the need for the department to fill out a Design and Construction work request to update the room signage².

Philanthropic Building & Room Naming Procedure for existing space

1. All requests for philanthropic room naming will be submitted to the OHSU Foundation with written approval from the Department Chair.
2. Upon receiving the request, the OHSU Foundation will forward it to Campus Planning & Real Estate (CPRE).
3. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee.
4. The President will personally review any naming request for buildings.¹
5. In the case where a building will be renamed after an individual, a review for violations of code of conduct and other historical discipline will be completed by OHSU Legal.
6. CPRE will communicate the outcome of the decision to the OHSU Foundation and the Foundation will communicate with the requesting department.

¹ Per OHSU Board of Directors Real Property Policy, the President may name buildings, campuses, structures and other areas, except, no building, structure, campus or area owned or controlled by OHSU shall be named after a living person. However, the Board may make exceptions to this policy of unusually meritorious reasons exist.

² Room or space names are typically reflected by the installation of a wall plaque or monument, not in space database systems which will continue to rely on the room number as the primary identifier.



OHSU Building & Room Naming Procedure

April 23, 2024

New Construction

1. During the design phase of a new construction project, the OHSU Foundation will schedule a coordination meeting with key stakeholders to identify space opportunities for donor recognition and review naming parameters and restrictions. At that meeting, the OHSU Foundation will ask if there are any atypical cases where a name must relocate from the existing space to the new space.