

## **SUNY Cobleskill Naming Policy for Non-Monetary Contributions**

From time to time, SUNY Cobleskill (“the College”) may wish to honor an employee or college community member who has made a significant, non-monetary contribution to the College, community, region, or state. If a naming opportunity is being discussed due to a monetary contribution by, or on the behalf of, the honoree, the “Naming Opportunities at SUNY Cobleskill” policy shall apply.

For recognition of a non-monetary contribution, the following policy will apply:

1. The honoree shall have a direct affiliation with the college, as an employee, volunteer, alumnus/alumnae, or be an individual whose advocacy has resulted in significant benefit to the institution.
2. As an employee or volunteer, the honoree shall have a minimum of 10 years of service to the College. As an alumnus/alumnae, the honoree shall have made a significant contribution to the advancement, visibility, and/or betterment of the College.
3. Individuals will be honored by hanging their portrait and a plaque explaining their contributions in a designated area of Bouck Hall. Individuals so honored will also be recognized in the “history” section of the College’s web site.

### **Procedure for Portraits/Recognition**

1. Any member of the college community can propose that an individual who meets the criteria outlined above be recognized, using the attached form.
2. The form will be completed online and automatically forwarded to the Chair of the Naming Committee.
3. The Naming Committee will review the submission for completeness and adherence to the above guidelines. If there are deficiencies with the submission, the committee will work with the nominator to make changes/corrections.
4. After review by the Naming Committee, the College President will review the nomination.
5. Following approval by the College President, the President’s Office will forward the nomination to the Chair of the College Council, who will place the nomination on the College Council’s agenda.
6. If agreement between the President and the Council cannot be initially achieved, the President will have final authority after due consideration of all the issues.
7. Upon approval of the nomination by the College President and the College Council, the nomination will be forwarded by the President’s Office to the Office of Communications and Marketing (OCM). OCM will work with the nominator and the honoree (or honoree’s family if deceased) to obtain the honoree’s photographic portrait and biographical information.
8. If the nomination is denied at any level, the President’s Office will send a letter notifying the nominator.
9. Based on the honoree’s background and relationship to the College, the portrait may be dedicated at a campus or alumni event