Procedures for Consideration of Removing Names from University Property

The Consideration of Removing Names from University Property policy sets forth the principles by which Iowa State University will address requests for removal of names from university property. This document sets forth procedures for considering the requests.

Terms

Honoree
An honoree is an individual, organization, company, and other entity for which a university property has been named. If the honoree is an individual and is deceased, then a relative or representative of the honoree’s estate may serve on behalf of the honoree during these procedures. If the honoree is an organization, company, or other entity, it may appoint an individual to serve on its behalf during these procedures.

Inquiry Committee
The Inquiry Committee is a subcommittee of the Standing Committee. The Inquiry Committee reviews requests to verify that the requestor has provided all required information in the request and evaluates whether there is sufficient evidence to proceed.

Major Unit
Major units are buildings, wings of buildings, colleges, programs, and large sections of campus.

Minor Unit
Minor units are campus areas or sections of facilities such as rooms, labs, open spaces, streets, structures, and physical features.

Principles
Principles are set forth in the Consideration of Removing Names from University Property policy.

Requestor
A requestor is the person making a request to remove a name from university property. A requestor must be an individual who is affiliated with or connected to the university.

Review Committee
The Review Committee is a subcommittee of the Standing Committee. The Review Committee is responsible for reviewing the request to remove the name from the university property and making a recommendation to the president.

Standing Committee
The Standing Committee is a standing committee of 16-24 individuals established to assist in the review of requests to remove a name from university property. The members of the Standing Committee are a diverse group of constituents, including faculty, staff, students, and other members of the community. The members are appointed to two- to four-year terms by the president in consultation with senior leadership and the president may call for nominations.
Members of the Inquiry Committee and Review Committee mentioned in the Process section below are drawn from the Standing Committee. The Inquiry Committee and Review Committee may consult with content experts throughout the process as needed.

Process

1. Initiating the Process
   The requestor must submit a written request to the Office of the President, either through an online form [link to be added] or directly to the Office of the President. The requestor must include in the request:
   a. The requestor’s affiliation with or connection with the university,
   b. The property from which the name is proposed to be removed,
   c. The specific conduct or behavior by the honoree that the requestor believes is offensive, and
   d. Evidence that requestor has pertaining to the principles.

2. Inquiry Committee
   Upon receipt of the request, the Office of the President will forward the request to the chair of the Standing Committee. The chair of the Standing Committee will appoint three to five members of the Standing Committee to serve on an Inquiry Committee.
   The Inquiry Committee will review the request to verify that the requestor has provided all required information in the request and to evaluate whether there is sufficient evidence to proceed. The Standing Committee will provide a standardized rubric for all Inquiry Committees to use to evaluate the sufficiency of the evidence.
   If the Inquiry Committee concludes the request contains the required information and sufficient evidence, the Inquiry Committee will notify the chair of the Standing Committee. The chair of the Standing Committee will then appoint three to twelve members of the Standing Committee to serve on a Review Committee.
   If the Inquiry Committee concludes the request does not contain the required information or does not have sufficient evidence, then the Inquiry Committee will notify the requestor and provide the requestor an opportunity to supplement the request with the required information and/or evidence.
   If the requestor does not supplement the request, then the request will not be further considered.

3. Review Committee
   The Review Committee is responsible for reviewing the request and making a recommendation to the president. In reviewing the request, the Review Committee should conduct research and draw upon the expertise of faculty, staff, and others familiar with the honoree. The Review Committee should also ascertain whether there are any contractual or other legal implications associated with removing the name. The university may provide staff to assist the Review Committee with research and report development.

3.1 Draft Recommendation
   The Review Committee shall prepare a draft report setting forth its recommendation as to whether the honoree’s name should be removed from university property. The draft report
shall address the principles and the evidence relied upon by the Review Committee.

3.2 Feedback and Public Comment
The Review Committee shall share the draft report with, and invite feedback from, the requestor, the honoree, and any university departments or units and other stakeholders that would be impacted by the decision.

The Review Committee shall also seek public written comment if the request pertains to the removal of a name from a major unit. The Review Committee may also seek public written comment for the removal of a name from a minor unit.

3.3 Final Recommendation
After receiving the feedback and public comment, the Review Committee shall vote on whether or not to remove the name. A recommendation to remove the name must be approved by a two-thirds vote of the Review Committee members. The Review Committee shall prepare a final report setting forth its vote and the recommendation as to whether the honoree’s name should be removed from university property. The final report shall address the principles and the evidence relied upon by the Review Committee, including any feedback and public comment. The Review Committee shall provide a copy of the final report to the requestor, the honoree, the president, and the chair of the Standing Committee.

4. President’s Decision or Recommendation
The president will review the final report containing the Review Committee’s recommendation. If the request was to remove the name of a minor unit, the president shall make a final decision and notify the requestor, the honoree, and the chair of the Standing Committee of the decision.

If the request was to remove the name of a major unit, the president shall prepare a recommendation for the Board of Regents, which will make the final decision. The president shall provide a copy of the president’s recommendation to the requestor, the honoree, and the chair of the Standing Committee when the president submits the recommendation to the Board of Regents. The president shall inform the requestor, the honoree, and the chair of the Standing Committee of the decision of the Board of Regents.

As needed, the president will also inform university departments and units, the president’s Advisory Committee on Naming University Property, and other stakeholders of the decision so that appropriate action may be taken.

5. Record Retention
Meetings of the Inquiry Committee and Review Committee may be attended only by their respective members and those that they invite to appear before them. The committees will provide updates on their progress via a webpage.

After the final decision, the chair of the Standing Committee shall forward the request, recommendations, and decision to Special Collections and University Archives. Special Collections and University Archives will preserve the materials, make them available for public access, and post them on the Library website.
6. Reconsideration

If an individual wishes for the university to reconsider a decision previously made through this process, the individual may file a request but must identify in the request new evidence not previously considered by the Review Committee. The Inquiry Committee will review the request to verify that the requestor has provided significant new evidence in addition to all other required information.

If the Inquiry Committee confirms the request contains new evidence and the other required information, the chair of the Standing Committee will submit the request to a Review Committee for review in accordance with the process set forth above. If the Inquiry Committee concludes the request does not contain new evidence and the other required information, then the Inquiry Committee will notify the requestor and provide the requestor an opportunity to supplement the request with new evidence or required information. If the requestor does not supplement the request, then the request will not be further considered.