

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 401

Subject: Memorials & Plaques

Date Adopted: 04/86 Revised: 08/13

Any faculty, staff, student, individual, or group who has been associated with or made significant contributions to the University of Central Arkansas may be memorialized.

Requests to memorialize may be initiated by any individual or group associated with UCA.

Process:

1. Buildings and Grounds Committee for Memorials:

a. Composition of Committee:

- i. Two faculty appointed by the Committee on Committees;
- ii. Two students - one from the Residence Hall Association and one from the Student Government Association; and
- iii. Two staff appointed by the Staff Senate - one from Development and Institutional Advancement and one from Student Services.

b. The chair of the committee is elected by the committee members.

c. The committee makes recommendations to the president's executive staff. The executive staff will make a recommendation to the president, who will then make a recommendation to the Board of Trustees.

2. Submission of Requests to Memorialize:

The individual or group making the request must submit the following:

- a. Size of memorial - maximum of four feet in height and base no larger than three feet by three feet;
- b. Type of memorial;
- c. Preferred location of memorial;
- d. Responsible party for maintenance and costs; and
- e. Responsible party for construction.

The committee will decide if the memorial meets the requirements and the architectural design of buildings and landscaping and make a recommendation to the president's executive staff.

3. List of Memorials; Plaques; Naming of Facilities:

An official list shall be kept in the Office of the Vice President for Finance and Administration.