



Memorials and Commemorations

Policy Type: Local – Board of Visitors
Responsible Office: Office of the President
Initial Policy Approved: 05/10/2019
Current Revision Approved: N/A NEW POLICY

Policy Statement and Purpose

This policy outlines the university’s process for establishing, creating, renaming, and/or removing memorials and commemorations on property owned or managed by Virginia Commonwealth University.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Policy Exceptions:

This policy does not apply to arts on campus nor development-related activities (major gifts, naming opportunities, etc.).

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Who Should Know This Policy

- University community: faculty, staff, students
- Members of affiliated VCU boards and foundations

Definitions

- Memorial: An object or structure that honors and preserves the memory of a person, group, or event.
- Commemoration: An object, artifact or ceremony that serves as lasting recognition of a person, group or event.
- De-commemoration: The act of removing a commemoration or memorial of a person, group or event.

Contacts

The Office of the President officially interprets this policy. Please direct policy questions to the Assistant Secretary to the Board of Visitors and Board Liaison, 804-828-1200 or BOV@vcu.edu

Policy Specifics and Procedures

- The Board of Visitors of Virginia Commonwealth University has final authority in the creation, placement and existence of memorials and commemorations on property owned or managed by the university. Decisions will reflect the values and mission of the university.
- Commemorations must primarily recognize significant persons, places, or events that relate to the history of the institution or the history of the physical area now encompassing the university and its academic health center. The creation of a memorial does not give any individual the right to, or interest in, the preservation or maintenance of such memorial.
- All memorials and commemorations will meet the style and architectural standards of campus.
- The Board of Visitors, in its sole discretion, has the authority to de-commemorate -- remove -- memorials and commemorations. Any member of the university community may propose removal at any time.
- Considerations for removal may include:
 - The honoree engaged in conduct inconsistent with the mission and/or values of VCU;
 - Information is discovered that negates the accomplishments that were cited as the basis for creating the memorial, or
 - The memorial and/or honoree injures the reputation of the university or the Commonwealth of Virginia.

- All requests for memorials, commemoration and/or de-commemoration will be submitted in writing to the Assistant Secretary to the Board of Visitors and Board Liaison, who will refer the request to The Committee on Commemorations and Memorials.
- The Committee on Commemorations and Memorials shall make a recommendation to approve memorials, commemorations and de-commemorations to the President, who in turn shall make a recommendation to the Board of Visitors.

The Committee on Commemorations and Memorials

The Committee on Commemorations and Memorials (the “Committee”) is comprised of individuals appointed and charged by the President and/or his designee(s) to review requests and make recommendations for the approval or removal of memorials, commemorations.

All members of the Committee are expected to serve in an impartial manner, free of conflicts of interest, or appearances thereof, and consistent with the university expectations. This enables and support a transparent and engaged deliberative process in which all community members may participate.

Committee members shall be appointed by the President and shall be drawn from:

- Division of Administration
- Division of Development and Alumni Relations
- Division of Inclusive Excellence
- Division of University Relations
- Faculty representative (recommended by Faculty Senate)
- Office of Government Relations
- Student representatives from Monroe Park and MCV Campuses (recommended by Student Government Association)
- University and Academic Professionals and Classified staff representatives (recommended by Staff Senate)
- University Archivist
- Other individuals as determined by the President

The President shall appoint the chair(s) and Committee members by July 1, 2019. The President reserves the right to modify the Committee’s membership as necessary, including filling vacancies. Upon appointment, the Chair or Co-Chairs of the Committee shall convene a meeting of the committee by no later than the end of September each year and convene meetings as-needed for the remainder of the academic year.

Forms

There are no forms associated with this policy and procedures.

Related Documents

1. **Development and Alumni Relations naming policy**

<https://policy.vcu.edu/sites/default/files/Recognition%20of%20Donors%20and%20Friends.pdf>

2. **Arts on Campus policy**

<https://policy.vcu.edu/sites/default/files/Art%20on%20Campus%20Policy.pdf>

Revision History

This policy supersedes the following archived policies:

Approval/Revision Date	Title
"None – New Policy"	

FAQ

What is the difference between a memorial and a commemoration?

- A. A memorial is an object or structure that preserves the memory of something, usually a deceased person or event. A commemoration, through a ceremony, special object or artifact, acknowledges historical appreciation or acclaim for an achievement of a person, group or event.

Examples of commemorations would be:

- Public events recognizing the elimination of any kind of barriers – race, gender, ageism accessibility, etc., -- that result in equity and access for all members of the VCU community
- Public event with an associated plaque that recognize significant achievements by individuals whose work and/or action has resulted in lasting improvements and the betterment of VCU

Examples of Memorials would be:

- A statue of the founding VCU president installed in a university common area
- A bronze plaque in the Student Commons honoring VCU alumni who died serving the country as members of the U.S. armed forces.

Does this policy apply to events such as groundbreakings, ribbon cuttings celebrations?

- A. No. These are celebrations of short-term achievements or acclaim.

Does this policy apply to namings and naming events?

- A. When the naming is solely honorific and historical, it falls under this policy. In most cases, namings and naming events are the result of donor and gift-related activities.

Does this policy apply to funerals or memorial services celebrating the lives and careers of individuals associated with VCU?

A. No.

Does this policy apply to annual observances related to a chosen topic, such as Black History Month, International Women's Month, etc.?

A. No.

Does this policy apply to contextualization for a memorial or commemoration?

A. No. A committee specifically selected to create contextualization for each new and existing memorial will be appointed by the president's office when it is determined that contextualization is needed.