

51.06.99.H1.01 Naming of Buildings and Other Entities

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Reviewed: July 5, 2022
Next Scheduled Review: July 2022



Procedure Summary

In conjunction with System Policy, Texas A&M University – Texarkana (A&M – Texarkana) will seek to honor or memorialize individuals and organizations who have made a significant contribution to the University by the naming of buildings, definable portions of buildings, geographical areas, or academic entities for such individuals and organizations. This procedure establishes the guidelines that A&M – Texarkana will follow.

Procedures and Responsibilities

1. Consideration will require final approval by the Board of Regents based on the review and recommendation by the President of A&M – Texarkana.
2. “Contributions” may include significant financial contributions and/or a personal contribution through acts of distinction, which enhance the reputation of A&M – Texarkana. Recognition for significant estate provisioned gifts may be a consideration, but need not be the sole consideration, as an act of distinction for naming recommendations.
3. Decisions on naming opportunities will be based on the reputation and profile of the individual or entity, nature of the facility, donor contributions, and the basis of targeted guidelines recommended for new construction, existing facilities, components of buildings, geographic areas, and existing academic entities.
4. Naming recognition will be considered by the President for recommendation to the Board of Regents for concurrence once 50% of the total cash commitment has been received per the gift agreement. Requests should be routed through the Vice President of Finance and Administration and Provost to consideration by the President.
5. Naming recognition is understood by all parties to have a time horizon equal to the reasonable useful life of the building or entity. Provisions for decommissioning of naming are allowed in Section 7.

6. Contractual sponsorship or endorsement namings must include a time horizon in the written contract on file with the Finance and Administration Division and approved by the President of A&M – Texarkana.
7. The President of A&M – Texarkana may request action by the Board of Regents for removal of naming as circumstances might warrant. For example:
 - Decommissioning of namings will occur at the end of the useful life for a building or organizational entity.
 - Renovations or Repurposing- Where appropriate, recognition of existing donor(s) may be incorporated into renovation projects or Repurposing of a space.
 - Demolition/Organizational Elimination - In case of demolition or removal of building or entity, provisions for continued recognition of named donor(s) may be recommended by the President.
 - Any conduct or circumstances which may be deemed harmful to the reputation of A&M – Texarkana or deemed contrary to the Core Values of A&M – Texarkana.
8. From time-to-time individuals may be honored or memorialized on a smaller scale with plaques, pavers/tiles, benches, or landscape items on the university campus.
 - 8.1 A site for the memorial/honorarium may be requested; however, the final location will be the decision of the president.
 - 8.2 The cost associated with the memorial/honorarium will be determined by the size and type of memorial. Appropriate payment must be received prior to the memorial being ordered.
 - 8.3 Upon final approval by the President, the Office of University Advancement will coordinate the purchase and installation of the memorial/honorarium and notify the requestor of the approval and site location information.
 - 8.4 These miscellaneous tributes are not intended for the naming of buildings, rooms, or other entities on campus.
9. The Office of University Advancement will maintain a schedule of naming and memorial/honorarium options available.
10. The President reserves the power to recommend to the Board of Regents a naming and his/her discretion and grant exceptions to university procedures regarding naming opportunities when it is in the best interest of the university.

Related Statutes, Policies, or Requirements (Required)

[Texas Government Code, Chapter 2165](#)

[System Policy 51.06, *Naming of Buildings and Other Entities*](#)

[System Policy 21.05, *Gifts, Donations, Grants, and Endowments*](#)

Contact Office

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