

# STANDARD ADMINISTRATIVE PROCEDURE

## 51.06.99.M0.01 Naming of Buildings & Other Entities

*Approved January 31, 2011*

*Revised February 28, 2016*

*Next Scheduled Review: February 28, 2021*

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### Standard Administrative Procedure Statement

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In conjunction with System Policy, Texas A&M University 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.

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### Official Procedure/ Responsibilities/ Process

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1. Consideration will require final approval by the Board of Regents based on the review and recommendation by the President of Texas A&M University.
2. “Contributions” will include significant financial contributions and/or a personal contribution through acts of distinction, which enhance the reputation of Texas A&M University. Recognition for significant estate provisioned gifts may be considered as an act of distinction for naming recommendations.
3. Recognition for contributions will be reviewed by the Development Strategy Council (DSC). Decisions will be based on the nature of the facility, donor contributions, and the basis of targeted guidelines recommended for new construction, existing facilities, components of buildings, and existing academic entities.
4. The DSC will take into consideration national peer comparisons, the size and visibility of the unit in question, and its annual operating budget. Before any decision is made by the DSC, each case for naming will be reviewed individually and the council will encourage each unit to make their strongest and most convincing argument in support of their request. The final recommendation of the DSC will be based on the council’s best judgment and then forwarded to the President of Texas A&M University.
5. Naming recognition will be considered by the DSC upon receipt of a commitment for the targeted funds and will be forwarded to the President to make a recommendation to the Board of Regents for concurrence once 50% of the total cash commitment has been received per the gift agreement.

6. 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 8.
7. Contractual sponsorship or endorsement namings must include a time horizon in the written contract on file with the Finance Division and approved by the President of Texas A&M University.
8. The President of Texas A&M University 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 - Where appropriate, recognition of existing donor(s) will be incorporated into the DSC approved philanthropy plan for renovation projects.
    - Demolition/Organizational Elimination - In case of demolition or removal of building or entity, provisions for continued recognition of named donor(s) will be reviewed and approved by the DSC for consistency and appropriateness.
  - Any conduct or circumstances which may be deemed harmful to the reputation of Texas A&M University or deemed contrary to the Core Values of Texas A&M University.

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#### **Related Statutes, Policies, or Requirements**

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Supplements [System Policy 51.06](#), [System Policy 21.05](#), [System Regulation 21.05.01](#), [University SAP 21.05.01.M0.01](#)

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#### **Contact Office**

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