

SAP 51.06.99.T0.01 The Naming of Buildings, Chairs, Facilities, and Programs



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Procedure Statement

Tarleton State University seeks to honor or memorialize individuals or organizations that have made a significant contribution to the university by the naming of buildings, definable portions of buildings, geographical areas or programs for such individuals and organizations.

Reason for Procedure

This Standard Administration Procedure (SAP) provides general guidance for naming buildings and other entities and is subject to system policy 51.06.

Procedures and Responsibilities

1. GENERAL

- 1.1 All naming requests shall originate from the Office of the Senior Vice President for Advancement and External Relations. Written requests for such proposals must be accompanied with documentation. Justifiable cause must be established and forwarded to the university president before further proceeding with a naming request.
- 1.2. The naming of buildings, chairs, facilities, and programs in recognition of an individual are accompanied most often by financial contributions. Gifts must be commensurate with the naming proposal. Common protocol includes the person(s) to be honored to be worthy through a significant record of actions, generosity, service and dedication to the university.
- 1.3 Appropriateness and good taste shall guide decisions concerning: naming of new construction; naming existing building and/or segments or buildings; naming of areas such as practice fields and intercollegiate playing areas; naming of academic components including a college, a school, a program, a special event, a department; and naming of endowed chairs, professorships, and lectureships.

1.4 The president, in accordance with System Policy 51.06, will submit the recommendation for the naming of a building or other entity to the Board of Regents for approval through the chancellor of The Texas A&M University System (system).

2. BUILDINGS

2.1 New Constructions

2.1.1 New facilities included in the university's master plan priorities may be named in recognition of a major gift dedicated to the construction cost of the facility and/or to maintenance and operational endowment dedicated to the new facility. Generally, a building may be named for a person providing one-half of the private funds required for the project cost or for one-half of the estimated cost of construction. "Project cost" is defined as the total cost of construction and/or, in instances where state or local funds cannot be used for maintenance purposes, shall include an adequate maintenance endowment.

2.2 Existing Structures

2.2.1 **Unnamed:** Unnamed existing structures shall be named for donors and donor entities providing a current or deferred gift of significance to the university. Examples include, but are not limited to: (1) a sizable scholarship endowment or other sizable endowment or outright gift that benefits students, faculty, or university programs and (2) an endowment that will generate sufficient resources to strengthen and enrich programs housed in the facility or, that will provide for continued maintenance and/or operations of the facility.

2.2.2 **Named:** Existing named structures can be re-named for donors and donor entities contributing at least one-half of the estimated private funds needed to replace or renovate the facility. Care and sensitivity must be exercised when re-naming a facility. In general, existing named structures may be re-named only if the following conditions can be met:

- the building is comprehensively renovated-the total project cost of renovation exceeds the original total cost of new construction;
- the individual or donor entity for which the building is named is deceased or no longer exists;
- the lineal descendants of the individual for whom the structure is named are contacted and either do not object or can present no significant cause which prohibits the renaming of the structure;
- the re-naming would not be perceived as unfair or inappropriate by former students and employees of the university;

- every effort should be made to preserve the historical name or names through dual naming with appropriate signage design. Minimally, the historical uses and names of an existing named facility that is re-named shall be permanently recorded on a suitable marker or plaque at or near the main entrance.

3. SPECIAL FACILITIES WITHIN BUILDINGS

3.1 Laboratories, auditoriums, classrooms and other special rooms or facilities within existing or future buildings may be named at the discretion of the president as permitted by system policy. Generally, naming special facilities within existing or future buildings shall require a significant financial commitment either from previous contributions or future pledges. Future pledges or fundraising campaigns which define portions of a specific building under the university's jurisdiction are subject to general system policy which requires prior approval from the Board of Regents.

4. CAMPUS LANDMARKS AND NAMED AREAS

4.1 Existing and new gardens, landscaped areas, porticos, parks, streets, and similar structures may be named for the person contributing the cost of new construction and/or with the establishment of an endowment to support annual maintenance.

5. FACULTY POSITIONS: ENDOWED CHAIRS, PROFESSORSHIPS AND LECTURESHIPS

5.1 Naming endowed chairs, professorships and lectureships shall be directly related to the size of the permanent endowment provided and shall be determined at the discretion of the president. Generally, the endowment should be sufficient enough to provide interest income, which will offset the total cost of the entity to be named.

6. PROGRAMS

6.1 The proposed naming of all activities, events, research programs and special projects, will first be submitted to the senior vice president for advancement and external relations for consideration. Only those programs that are in good taste and reflect the highest order of dignity and respect for Tarleton will be considered.

Related Statutes, Policies, or Requirements

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

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