

SAP 51.06.99.T0.01 Naming of Buildings and Other Entities



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Procedure Statement

Tarleton State University (Tarleton or 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, *Naming of Buildings and Other Entities*.

Procedures and Responsibilities

1. GENERAL

- 1.1 All naming requests shall originate from or be forwarded to the Office of the Vice President for Institutional Advancement for presentation to the president. Written requests for such proposals must be accompanied with documentation. Justification for persons who have made outstanding contributions to the member, state or nation, or who have attained eminent accomplishments in their field of endeavor and other related matters must be established and approved by the university president before further proceeding to the Board of Regents with a naming request.
- 1.2 The naming of buildings, chairs, facilities, and/or programs in recognition of an individual are typically a result of a major financial contribution made by or on behalf of an individual. Gifts must be commensurate with the naming proposal.
- 1.3 Appropriateness and good taste shall guide decisions concerning the naming of buildings, definable portions of buildings, geographical areas, programs, etc.
- 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 Construction

2.1.1 Complete facilities 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 provided one-half of the private funds required for the project cost or for one-half of the estimated cost of construction have been gifted. "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.

2.1.2 The university reserves the right to name specific spaces within a facility in honor of other contributors to the project even if the overall facility has been named. Portions of a new facility may be named in recognition of a gift dedicated to the construction cost of the facility and/or to maintenance and operational endowment dedicated to the facility. Naming for portions of a facility are to be based upon a schedule of naming opportunities and recommended gift amounts for each. The schedule of naming opportunities and recommended gift amounts are to be created by the Office of Development in coordination with the facility stakeholders.

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; (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; or (3) for persons who have made outstanding contributions to the university, state or nation, or who have attained eminent accomplishments in their field of endeavor and other related matters.

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; and
- 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 buildings may be named at the discretion of the president as permitted by system policy. Generally, naming special facilities within existing 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 system policy, which requires prior approval from the Board of Regents. Additionally, if justifiable, naming may be considered for persons who have made outstanding contributions to the university, state or nation, or who have attained eminent accomplishments in their field of endeavor and other related matters.

4. CAMPUS LANDMARKS AND NAMED AREAS

4.1 New landmarks, geographical areas, etc. (i.e. - gardens, landscaped areas, porticos, parks, streets, and similar structures) may be named for the person/organization contributing the cost of new construction and/or with the establishment of an endowment to support annual maintenance.

4.2 Existing landmarks, geographical areas, etc. may be named for a person/organization providing a major financial contribution or attainment of eminent accomplishments commensurate with a naming proposal.

5. FACULTY POSITIONS: ENDOWED CHAIRS, PROFESSORSHIPS, LECTURESHIPS AND PROGRAMS

5.1 Naming endowed chairs, professorships, lectureships, activities, events, research programs, special projects, etc. shall be directly related to the size of the permanent endowment provided and shall be recommended by the Office of Development and the appropriate division vice president. Final approval will be made by the president. Generally, the endowment should be sufficient to provide interest income

to offset the total cost of major initiatives and needs of a specific college or program.

6. REVOCATION OF NAMING

- 6.1 The university reserves the right to remove naming in the event the namesake commits acts of conduct that are deemed detrimental to the reputation of Tarleton State University, its employees and/or students.

Related Statutes, Policies, or Requirements

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

Contact Office

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