



STANDARD ADMINISTRATIVE PROCEDURE

51.06.99.M0.01 Naming of Buildings & Other Entities

Approved January 31, 2011

Revised February 28, 2016

Revised January 31, 2019

Next Scheduled Review: January 31, 2024

Standard Administrative Procedure Statement

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.

Official Procedure/ Responsibilities/ Process

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” may 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 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, 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 Executive Vice President and Chief Financial Officer and Provost and Executive Vice President prior 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 Division and approved by the President of Texas A&M University.
7. 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) may be incorporated into renovation projects.
 - 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 Texas A&M University or deemed contrary to the Core Values of Texas A&M University.

Related Statutes, Policies, or Requirements

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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