

STANDARD ADMINISTRATIVE PROCEDURE

51.06.99.M0.01 Naming of Buildings, Geographical Areas, and Academic Entities

Approved January 31, 2011

Revised February 28, 2016

Revised January 31, 2019

Reviewed July 11, 2024

Revised September 23, 2024

Next Scheduled Review: September 23, 2029

Standard Administrative Procedure Statement

In conjunction with System Policy, *51.06, Naming of Buildings and Other Entities*, Texas A&M University will seek to honor or memorialize individuals, businesses, and other entities who have made major financial contributions to the University or had major financial contributions made on their behalf, or who have performed outstanding services for the University by naming buildings, definable portions of buildings, geographical areas or academic entities for such individuals, businesses and other entities.

Official Procedure

1. Namings require approval by the Board of Regents following review and recommendation by the President of Texas A&M University.
2. Decisions on naming opportunities will be based on the reputation and profile of the individual, business or entity, nature of the facility, donor contributions, and the strategy established for new construction, existing facilities, components of buildings, geographical areas, and academic entities.
3. The President may recommend a naming for consideration by the Board of Regents upon receipt of at least 20% of the total gift commitment in accordance with the fully executed gift agreement. The President may recommend a naming for consideration to the Board of Regents that honors or memorializes individuals, businesses or other entities after a thorough review of the honoree's reputation, profile and the level of service or other intangible benefit given to Texas A&M University.
4. All requests should be routed through the Vice President and Chief Financial Officer and Provost and Executive Vice President prior to consideration by the President.
 - 4.1 Naming requests, including a request memo and related gift agreements, must be submitted to the Office of Gift Oversight in advance of the Office of the

President's agenda item deadline. The Office of Gift Oversight will ensure completeness of the request and compliance with A&M System requirements prior to submission to the Office of the President.

- 4.2 In cooperation with affiliated organizations, the Office of Gift Oversight will monitor payments made pursuant to gift agreements. If a naming was approved by the Board of Regents prior to the gift being fulfilled and the donor has not paid the commitment as agreed in the gift agreement, the Office of Gift Oversight will notify the Vice President for Finance and Chief Financial Officer who will provide a report to the President. The President and Chief Financial Officer will determine the course of action for the unpaid commitment up to and including consideration of a request to remove the naming under section 7 below.
5. Naming recognition is understood to have a time horizon equal to the reasonable useful life of the building or entity, unless otherwise set in a sponsorship or endorsement agreement, gift agreement or Board of Regents approval. Decommissioning of namings may occur at the end of the useful life for a building or organizational entity.
6. Sponsorship or endorsement namings must include a specific time horizon. The time horizon must be set out in a written contract finalized prior to the naming request being submitted to the President for consideration of submission to the Board of Regents for approval.
7. The President of Texas A&M University may request action by the Board of Regents for removal of a naming as circumstances might warrant. For example:
 - 7.1. Conduct or circumstances related to the donor or honoree which may adversely impact the reputation, image, mission, or integrity of Texas A&M University or deemed contrary to the Core Values of Texas A&M University.
 - 7.2. If the naming was approved by the Board of Regents prior to the donor paying the gift in full and the donor fails to fulfill the pledge as agreed in the gift agreement.

Related Statutes, Policies, or Requirements

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

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

[System Regulation 21.05.01, Gifts, Donations, Grants and Endowments](#)

[University SAP 21.05.01.M0.01, Gifts, Grants, Loans, and Bequests](#)

Contact Office

Office of the Vice President for Finance and CFO
Office of Gift Oversight