

Texas A&M University-San Antonio

51.06.99.99.01 Naming of Buildings and Other Entities

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Next Scheduled Review: February, 2020

Procedure Statement

This Procedure establishes the guidelines that Texas A&M University-San Antonio (A&M-San Antonio) will follow regarding Texas A&M University System (System) Policy [51.06 Naming of Building and other Entities](#).

Reason for Procedure

Texas A&M University-San Antonio honors and memorializes individuals who have made major financial contributions or had major financial contributions made on their behalf or who have performed outstanding services for the A&M-San Antonio by naming buildings, definable portions of buildings (a building wing or a classroom), geographical areas, academic entities (colleges/schools, programs, departments, centers, institutes, and similar organizational units) or endowment instruments in their honor.

Official Procedure

1. ADVANCED APPROVAL OF INDIVIDUALS RECOGNIZED

- 1.1 In all cases, the Board of Regents (board) of the Texas A&M University System shall approve in advance the names of individuals to be so recognized by the naming of A&M-San Antonio buildings, definable portions of buildings, geographical areas, or academic entities in their honor.
- 1.2 All potential naming opportunities must be discussed with the university President and the Associate Vice President for Institutional Advancement before any discussions are conducted with prospective donors. If a prospective donor expresses any interest in a naming opportunity at A&M-San Antonio, the faculty or staff member receiving the information should immediately forward the information to the Associate Vice President of Institutional Advancement. Discussions with and about the prospective donor's possible or pending gift must be held confidential to the extent allowed by law.
- 1.3 The university President, senior administration, and development officers shall be

responsible for review, study, and consideration of matters related to the naming of buildings, definable portions of buildings, other geographical areas and academic entities for persons who have made outstanding contributions to the University, or who have attained eminent accomplishments in their field of endeavor and other related matters. Similar responsibility pertains for university endowments for other-than academic entities.

- 1.4 The university President, senior administration, and development officers shall seek persons to be recognized by having facilities and academic entities named in their honor. A&M-San Antonio shall also consider nominations by university faculty, staff and the general public.
- 1.5 All recommendations agreed to by the university President shall be forwarded to the Executive Secretary of the board. Recommendations shall be accompanied by biographical material and reasons for the nominations.
- 1.6 Endowment naming for other-than academic entities does not require board approval, but will be registered and reported annually according to procedures specified by the TAMUS Office of Budget & Accounting.

2. SUBSTANTIAL AND SIGNIFICANT DONATIONS TO WARRANT A GIFT-RELATED NAMING

2.1 Naming of Physical Facilities

2.1.1 Usually naming opportunities present themselves with renovation or new construction of buildings or definable portions of buildings (a building wing or a classroom). The following guidelines establish general giving levels for naming opportunities based on cost of renovations or new construction.

Note: Consider all naming rights as permanent unless otherwise stipulated by a timeframe.

Giving Levels for Naming of Physical Facilities

Costs (in \$)	Renovations	New Buildings
499,999 or less	55%	60%
500,000 – 999,999	250,000 or 45% (greatest)	250,000 or 50% (greatest)
1 Million – 2,499,999	500,000 or 40% (greatest)	450,000 or 45% (greatest)
2.5 Million – 4,999,999	1 Million or 35% (greatest)	1 Million or 40% (greatest)
5 Million – 9,999,999	1.75 Million or 30% (greatest)	1.75 Million or 35% (greatest)
10 Million – 19,999,999	3 Million or 25% (greatest)	3 Million or 30% (greatest)
20 Million or more	5 Million or 20% (greatest)	5 Million or 25% (greatest)

2.1.2 For a gift associated with naming an existing building or definable portions of an existing building (a building wing, suite of rooms, or a single room), that has nothing to do with renovation or construction costs, a calculation of the replacement value less depreciation is used.

2.2 Naming of Geographical Areas

For a gift associated with naming an existing geographical area or definable portions of an existing geographical area, which has nothing to do with renovation or construction costs, a calculation of the replacement value less depreciation is used.

2.3 Naming of Academic Entities

2.3.1 Funds to name academic entities create an endowment that will generate income in perpetuity for the entity's major priorities.

Giving Levels for Naming Academic Entities

Entity Type Minimum Contribution

Colleges or Schools	\$5,000,000
Programs, Departments, Centers and Institutes	\$1,000,000

2.4 Naming of A&M-San Antonio Endowments in Honor/Memory

2.4.1 Funds to name academic university endowments of any kind other than for an academic entity that will generate income in perpetuity.

Giving Levels for Naming Other-Than Academic Entities

Endowment Type	Minimum Contribution
Scholarship	\$10,000
Program Operational Support	\$20,000
Building	\$50,000

2.5 The President may approve exceptions to this Rule on a case-by-case basis.

Related Statutes, Policies, or Requirements

[Texas Government Code, Chapter 2165](#)

System Policy [51.06 Naming of Building and other Entities](#)

Contact Office

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