

## **51.06.99.C0.01 Naming of Buildings, Other Facilities, and Outdoor Spaces**



Approved: January 23, 2017  
Next Scheduled Review: January 23, 2022

---

### **Procedure Statement**

---

Texas A&M University-Corpus Christi may honor or memorialize individuals who have made significant contributions to the university by naming buildings, definable portions of buildings, geographical areas, or academic entities for such individuals.

---

### **Reason for Procedure**

---

This procedure establishes the guidelines, definitions, minimum standards, and general procedures for naming campus buildings and other facilities for donors and individuals who make substantial and significant donations or for those who have made an extraordinary contribution through outstanding service at Texas A&M University-Corpus Christi. System Policy 51.06 Naming of Buildings and Other Entities explains the System's procedures for the naming of buildings and other entities.

---

### **Procedures and Responsibilities**

---

1. PROCESS FOR NAMING BUILDINGS AND OTHER ENTITIES
  - 1.1. The authority to honor or memorialize individuals or other entities by naming of buildings, other facilities, such as laboratories, classrooms, assembly rooms, office spaces, conference rooms, and ballrooms, or outdoor spaces of Texas A&M University-Corpus Christi, whether for an individual or other entity, rests with The Texas A&M University System Board of Regents. The Board of Regents must approve, in advance, the names put forth by Texas A&M University-Corpus Christi. All initial recommendations and requests should be submitted to Institutional Advancement to begin the process. Those individuals or other entities who the University chooses to honor in this fashion must have rendered distinguished service to the community, the University, or to education in general. The Board of Regents may make an exception to the service requirement in the case of an individual who has made a gift or has had a contribution made on their behalf amounting to a substantial portion of the value of an asset.

- 1.1.1. All formal requests to name buildings, other facilities, or outdoor spaces for individuals shall originate with the Office of the Vice President for Institutional Advancement.
- 1.1.2. The Vice President for Institutional Advancement will present the formal request to the President for consideration and university approval.
- 1.1.3. The President may seek advice and assistance from others in such matters. The final approval for recommending to the Board of Regents the names of individuals to be honored by naming campus buildings, other facilities, and outdoor spaces rests with the President. The recommendation by the president is not subject to appeal.
- 1.1.4. The President, in accordance with System Policy 51.06 Naming of Buildings and Other Entities, must submit to the Board of Regents the recommendation for the naming of a building, facility, or outdoor spaces for donors or other individuals for approval.
- 1.1.5. No action, formal or informal, shall be taken to implement a recommendation for the naming of a building, other facility, or outdoor space for individuals until final approval is obtained from the Board of Regents. No commitment, direct or implied, shall be made to any party regarding the naming of a building or facility prior to official notification of approval by the Board of Regents. The Board of Regents may name buildings and programs to honor certain individuals at its discretion and shall have the right to accept or reject gifts. At its discretion, the Board of Regents may change any name adopted under this policy upon finding a significant change in circumstances.
- 1.1.6. The President shall notify the honoree of naming action only after written authorization is received from the Chancellor of the Texas A&M University System.

## 2. GENERAL PROVISIONS

### 2.1. Reciprocity

- 2.1.1. A gift-related naming opportunity requires that the gift must be reasonably related to the building, facility, program, or outdoor space named.

### 2.2. Determination of Current Value

- 2.2.1. For the purposes of these rules, the current value of buildings and facilities, outdoor space, or donated real property shall be determined by the University.

### 2.3. Donor Recognition

- 2.3.1. The designation of a name shall not be publically announced until final approval has been obtained by the Board of Regents.
- 2.3.2. The donor shall not be recognized in regards to a naming until the University has received at least 25% of any gift related to the naming.
- 2.3.3. A letter of intent outlining how the remainder of the pledge will be paid shall be signed and accepted by the Chancellor and the Board of Regents. Said pledge shall normally not exceed five years from the date of the original gift. Other types of gift arrangements or payments may be considered on a case-by-case basis.
- 2.3.4. During the development process, the request shall be treated confidentially; possible naming commitments will be reviewed carefully for full compliance with applicable laws and ethical principles.

### 2.4. Duration of a Naming

- 2.4.1. A naming in recognition of a gift shall be for the life of the building or other facility unless otherwise agreed to in the gift agreement or if renovations and repairs are required.
- 2.4.2. Every effort will be made to preserve the historical name or names through dual naming with appropriate signage design. At a minimum, 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.
- 2.4.3. Existing named structures may be re-named only if the building is comprehensively renovated and the total project cost of renovation exceeds the original total cost of new construction.

### 2.5. Corporate Naming.

- 2.5.1. A corporate naming must be in accordance with these rules and the requirements of the Texas Education Code § 51.923.

## 3. PURPOSES FOR NAMING OF BUILDINGS OR FACILITIES

- 3.1. Buildings, facilities, and outdoor spaces may be named to memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to Texas A&M University-Corpus Christi. Such designations may be for a single gift, multiple gifts over time, or for a combination of gifts and

other contributions and may take into account the ability of the gift to stimulate gifts by other donors.

- 3.2. When naming considerations arise, the following guidelines shall be followed:
  - 3.2.1. Buildings, facilities, and outdoor spaces may be named for individuals, families, organizations, foundations, or corporations. The naming of buildings, facilities, or outdoor spaces in honor of campus administrative officials, faculty, staff, or elected or appointed public officials shall normally only occur three years after the campus employment or public service has concluded.
  - 3.2.2. Naming in recognition of individuals who have made extraordinary contributions to the University, community, or education in South Texas shall be based upon accomplishments of undeniable importance. Said accomplishments shall be widely recognized in the educational or South Texas community. Outstanding accomplishments can include service such as academic or administrative leadership or community and state leadership that directly affects the University. Accomplishments must be documented in sources such as historical records, public honors, publications, local news, or evidenced in the letters of alumni, associates, students, and/or friends.
  - 3.2.3. Closure or demolition of a facility or renovation of space may result in the termination of named recognition. Should such actions occur, an appropriate form of recognition will be provided.
  - 3.2.4. At the discretion and direction of the Board of Regents, the naming right may be forfeited if actions of the contributor or named entity call into question the public respect of Texas A&M University-Corpus Christi or the Texas A&M University System.

#### 4. CRITERIA FOR NAMING

- 4.1. New Buildings or Facilities
  - 4.1.1. A significant contribution to the actual construction cost or the fundraising goal, as appropriate.
  - 4.1.2. A contribution by the donor of significant portion of the private funds to the project or for one-half of the estimated cost of construction.
  - 4.1.3. Cumulative giving to the University, representing a significant contribution to the actual construction cost or the fundraising goal, as appropriate.

- 4.1.4. A significant contribution to an endowment fund for continuing maintenance of the building or facility, or for ongoing research or teaching activities in the building.
- 4.2. Existing Buildings or Facilities
  - 4.2.1. A significant contribution equal to a significant portion of the replacement or renovation cost of the building or facility.
  - 4.2.2. Cumulative giving to the University, representing a significant portion of the replacement or major renovation cost of the building or facility.
  - 4.2.3. A significant contribution to an endowment fund for continuing maintenance of the building or facility, or for ongoing research or teaching activities in the building.
- 4.3. Rooms or Other Parts of Buildings or Facilities
  - 4.3.1. A financial commitment is required, either from previous contributions or from future pledges, for naming special facilities within existing or future buildings.
  - 4.3.2. A contribution to the cost of the building or facility, based on the actual cost of the construction and the size or significance of the area to be named.
  - 4.3.3. A contribution to an endowment fund for continuing activities in the building or program.
- 4.4. Campus Landmarks, Named Areas, and Other Outdoor Spaces
  - 4.4.1. The cost of new construction and/or with the establishment of an endowment to support annual maintenance for existing and new gardens, landscaped areas, porticos, parks, streets, and similar structures.
- 4.5. Renaming
  - 4.5.1. A significant portion of the estimated private funds needed to replace or renovate an existing structure must be contributed.

---

## **Related Statutes, Policies or Requirements**

---

[Texas Education Code § 51.923](#)

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

---

## **Contact Office**

---

Contact for clarification and interpretation: Vice President for Institutional Advancement  
(361) 825-5749