



Institutional Handbook of Operating Procedures Policy 02.06.03	
Section: General Administration	Responsible Vice President: Vice President and Chief Development Officer
Subject: Facilities Use	Responsible Entity: Development Office

I. Title

Naming of Facilities, Programs, and Other Entities

II. Policy

The naming of The University of Texas Medical Branch (UTMB) facilities, programs, and other entities shall be in accordance with the Regents' Rules and Regulations, Rule 80307, and procedures promulgated by The University of Texas System (UT System). Such namings must undergo a high level of consideration and due diligence to ensure that the name comports with the purpose and mission of the UT System and UTMB. Before proceeding with honorific or gift-related namings, institutions must carefully consider all circumstances surrounding the naming, including the overall benefit to the institution and whether displaying the name is and will continue to be a positive reflection on the institution. No naming shall be permitted for any corporation or individual whose public image, products, or services may conflict with such purpose and mission.

III. Procedure

A. Types of Namings

1. Gift Related - Facilities, programs, and other entities may be named under the terms of a negotiated gift agreement to memorialize or otherwise recognize substantial gifts and significant donors or individuals designated by donors.
2. Corporate
3. Naming of Streets
4. Honorific Namings- As a matter of general practice, namings will recognize significant philanthropic gifts. Under special circumstances, honorific namings may be considered. Honorific namings are exceptional in nature and shall be granted for individuals or organizations that have made extraordinary contributions to UTMB, the state, or nation.

The required procedures and submissions for any naming shall be administered by the Development Office. Recommendations for any such namings must first be reviewed by the Vice President and Chief Development Officer who shall submit a recommendation to the President. The President will make the final decision. Review by the Vice President and Chief Development Officer and approval by the President must occur prior to any discussion with or commitment to a donor or potential honoree.

B. For gift-related namings that require approval by the UT System Administration and the Board of Regents, UTMB will follow the approval process contained in Regents' Rule 80307.

C. Additional Requirements**Facilities, Programs and Other Entities**

1. Annually, either during the operating budget submission process or the capital improvement program review, a building naming inventory with gift value ranges shall be submitted by the President to the Chancellor for review and approval by UT System Administration and the Board of Regents.
2. Annually, either during the operating budget submission process or the capital improvement program review, the President shall submit to the Chancellor for review and approval an inventory of less prominent facilities and entities for naming opportunities. The inventory shall include descriptions, approximate size, and minimum gift or gift value range requirements.
3. The inventory shall include facilities and entities such as classrooms, auditoria, laboratories, patient rooms and smaller centers and institutes.
4. Following approval by the Chancellor, the President, and the Vice President and Chief Development Officer may solicit gifts and name the facilities and entities in accordance with the approved inventory.
5. During the succeeding year's budget process or capital improvement program review, the President will forward to the Chancellor an annual report outlining each facility named, including the category, the name of the person(s) or entity, and the amount of the gift associated with each naming.

When the naming of facilities, programs, and other entities is contemplated as part of a special private-fund development initiative, that initiative, the proposed naming, and the associated private-fund contributions to be sought shall have prior approval of the President, UT System Administration, and the Board of Regents.

IV. Relevant System Policies and Procedures

[Rules and Regulations of the Board of Regents, Series 80307](#)

V. Dates Approved

<i>Originated: 10/27/1999</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/07/2009	09/07/2012
09/03/2021	
08/27/25	

VI. Contact Information

Development Office
(409) 772-1991