Section 2	General Administrative Policies and Services	10/27/99	-Originated
Subject 2.6	Facilities Use	08/07/09	-Reviewed w/ changes
		08/02/12	-Reviewed w/o changes
Policy 2.6.3	**Naming of Buildings, Other Facilities, and Entities**	-9/07/12	- Effective
		Development Office	-Author

Naming of Buildings, Other Facilities, and Entities

Policy

The naming of buildings, other major facilities, less prominent facilities, and entities shall be in accordance with the Regents' Rules and Regulations and procedures promulgated by the Office of the Chancellor.

The naming of buildings, other major facilities, less prominent facilities, prominent outdoor spaces, and entities at UTMB, including but not limited to programs, institutes, classrooms, laboratories, auditoria, and common areas, is a significant means by which UTMB can honor individuals important to the institution. Examples of naming opportunities include:

(1) expressions of appreciation for substantial gifts benefitting the university;
(2) honorific namings for campus administrative officials, faculty, and staff, and elected or appointed public officials; and
(3) recognition for eminence in teaching, research, patient care, and other endeavors associated with the mission of the university.

The naming opportunities cited in examples (2) and (3) shall normally occur only after the campus employment or public service has been concluded. Any recommendation for the namings described above shall be based on what is deemed to be in the best interest of the university and shall be in accordance with the Rules and Regulations of the Board of Regents.

Note: While this policy applies to the administration of current gifts, circumstances may arise whereby deferred gifts may be considered for naming opportunities. Such circumstances will be reviewed on an individual basis.

Review of Recommendations

Recommendations for naming university facilities will be reviewed by the President and the Vice President and Chief Development Officer, with input from other sources as appropriate. Such review shall occur prior to any discussion with or commitment to a donor or potential honoree.

In most cases, prior approval of the Board of Regents, Chancellor or

Review of Recommendations continued

President is required for a Corporate Naming. Each corporate naming is analyzed to ensure that there are no conflicts of interest.

Before negotiating a possible corporate naming, the President is required to seek written approval. Requests for corporate naming will be directed to the Vice President and Chief Development Officer who is responsible for evaluating the request and consulting with the President. Where appropriate, the Vice President and Chief Development Officer will develop research, the case for support, and the written request for the President's review and approval.

Note: It is recognized that campus master planning, program changes, functional realignments, or remodeling may affect changes to previously named facilities and entities. In instances where previously named facilities and entities are affected, every effort will be made to honor the original naming instructions/intent by substituting facilities and entities of similar size, function, and prominence, including the appropriate relocation of wall plaques and/or other commemorative designations.

Administration and Enforcement

This policy shall be administered by the Development Office

Requirements

Buildings

- 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.
- When a naming opportunity occurs, the President shall consult with the Chancellor and submit information in accordance with the prescribed format.
- The required procedures and submissions shall be administered by the Development Office.

Other Major Facilities and Entities

- Recommendations for the naming of wings of buildings, schools, institutes, clinics, and prominent outdoor spaces shall

Requirements (cont'd)

be forwarded by the President to the Chancellor for review and approval by UT System Administration and the Board of Regents. The amount of the gift shall be included if the proposed naming is associated with philanthropy

- For colleges/schools, advance consultation is required for both the gift value range and the naming prospect.

- The required procedures and submissions shall be administered by the Development Office.

Less Prominent Facilities and Entities

- 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.

- The inventory shall include facilities and entities such as classrooms, auditoria, laboratories, patient rooms and smaller centers and institutes.

- 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.

- 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 buildings, other major facilities, or 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.

References

- Rules and Regulations of the Board of Regents, Series 80307
- Chancellor Cunningham memorandum of May 15, 1998 to Chief Administrative Officers, re: Clarification Regarding the Naming of Buildings and Facilities