



## TEXAS A&M UNIVERSITY-KINGSVILLE OFFICE OF ALUMNI SERVICES AND GIVING STANDARD ADMINISTRATIVE PROCEDURE

Texas A&M University-Kingsville administration from time to time will recognize individuals and organizations for exemplary service or support by naming a part of the campus in their honor. When such naming opportunities involve buildings, definable areas, and academic entities, the university should have a method by which the opportunity receives serious review. This procedure establishes a Committee on Naming and Recognition to evaluate and recommend to the university president naming opportunities for buildings, definable areas on campus, and for academic entities, that are appropriate and consistent.

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### **Procedures and Responsibilities**

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#### 1. AVENUES OF RECOGNITION

1.1 Ways that the university can tangibly recognize an individual, corporation or organization for significant contributions or accomplishments are as follows:

- (a) Naming a building
- (b) Naming a definable area within a building or geographic area
- (c) Naming an academic entity such as a school, college, center or institute
- (d) Establishing a living or permanent memorial such as a tree, fountain, statue, bench, or plaque
- (e) Naming an endowment, scholarship or other fund in honor of the donor(s)
- (f) Designating special recognition titles, e.g., Professor Emeritus, Distinguished Professor, and Regents Professor.

#### 2. PROCEDURES FOR NAMING BUILDINGS AND OTHER ENTITIES

2.1 A recommendation may be submitted by an individual or organization, but it must be routed through the administrative unit most closely associated with the building, entity or program to be named. For example, a recommendation to name the music building should be directed to the chair of the music department. The letter of nomination should include clear rationale and comprehensive supporting information as justification for the nomination. The nomination must have the endorsement of the respective vice president.

- 2.1.1 Recommendations (positive or negative) will be forwarded to the Committee on Naming and Recognition. The committee will review the nomination and forward its final recommendation(s) to the president.
- 2.1.2 The president may: (1) approve the nomination as submitted, (2) approve a nominee(s) as deserving of recognition but suggest a different form of recognition, (3) solicit additional input by forming a special review committee, or (4) deny the nomination and send a brief summary of the reasons for denial. After reaching a decision, the president will notify the chair of the Naming and Recognition Committee of the decision, and include a brief summary of the reasons for the decision. The decision of the president is final and may not be appealed.
- 2.1.3 If the recognition involves naming a building or college, the president will submit the nomination to the Texas A&M University Board of Regents in accordance with System Policy 51.06. If approved by the Board, the president's office will notify the nominator and honoree(s) and will direct the installation of appropriate signage and initiate planning for an official ceremony in recognition of the naming.
- 2.1.4 No building or other entity may be named for a current member of the Board, a current employee of the System, or a current elected or appointed state or federal official.

### 3. COMMITTEE ON RECOGNITION

#### 3.1 Guidance

The Committee on Naming and Recognition shall be guided by uniform criteria and standards to ensure that the evaluation process is comprehensive, thorough and fair.

#### 3.2 Membership and Voting

Members of the Committee shall be appointed by the president and may be selected from university faculty/staff, alumni, or community leaders. Membership will include: (1) Executive Director and CEO of Texas A&M University-Kingsville Foundation, (2) Faculty Senate Chair, (3) Staff Council Chair, (4) 2 members from the related department or college, (5) the respective dean, (6) the assigned development officer, (7) the Student Government Association president or designee, (8) 2 community leaders, and (9) Chief of Staff or president designee. Final recommendations of the committee must represent a majority vote of the membership.

#### 3.3 Representing of the Request

The nominator and his/her dean or direct supervisor will be invited to represent the nomination to the committee.