

**SAM HOUSTON STATE UNIVERSITY
DIVISION OF UNIVERSITY ADVANCEMENT**

Policy and Procedures for Naming Initiatives

Naming of Facilities and Erecting of Statues or Monuments:

1. All requests for the permanent naming of buildings and geographic areas and for the erection of statues and monuments must be submitted in writing to the Vice President for University Advancement for review and recommendation to the President for approval and submission to the Chancellor for approval by the Board of Regents.
2. If a naming or erection of a statue or monument is contemplated in consideration of contribution, a summary proposal must be submitted in writing to the Vice President for University Advancement for review and recommendation to the President for approval prior to a solicitation being made.
3. The Board of Regents retains exclusive authority for the permanent naming of buildings, and other geographic areas on university-owned or controlled property, facilities or for the erecting of statues or monuments, in accordance with the following guidelines:
 - a. Namings shall be only for persons who have made outstanding or meritorious contributions to the university or have attained the highest distinction in their respective fields of endeavor.
 - b. Namings shall be for entities that have supported the university in an exceptional or noteworthy way.
 - c. When a naming is contemplated as part of a fund-raising effort or campaign, the prospective contributor shall be informed that any naming is subject to Chancellor and Regents approval. Any brochures or other communications, in whatever form, that advertise naming opportunities shall clearly state that all such namings are subject to Regents' approval.
 - d. Namings in honor of university and system administrative officials, faculty, staff or elected or appointed public officials shall normally occur only after the employment or public service has concluded.
4. All requests for naming classroom and lecture halls, auditoriums, theaters, commons areas, and other major spaces shall be submitted in writing to the Vice President for University Advancement for review and recommendation to the President for final approval.

Naming of Academic Programs:

1. All requests for naming colleges, schools, departments, centers, and other academic programs must be submitted in writing to the Provost and Vice President for Academic Affairs and the Vice President for University Advancement for review and recommendation to the President for approval, and as necessary, submission to the Chancellor for approval by the Board of Regents.
2. Such honorees shall normally have attained national or statewide stature in their fields of endeavor or otherwise significantly contributed to the development of the university through gift support or meritorious service.

*Approved by President's Cabinet
July 23, 2012*