

**ADMINISTRATIVE PROCEDURES**

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| **01.07 Naming of Facilities**  | **Revised: May 5, 2023** |

1. GOVERNING REGULATION

 This procedure is governed by System Policy [51.06](http://policies.tamus.edu/51-06.pdf) *Naming of Buildings and Other Entities*.

1. PURPOSE

 The Texas A&M Forest Service may honor or memorialize individuals who have made significant contributions to the agency by naming buildings or other facilities for the individual.

3. SUBSTANTIAL FINANCIAL CONTRIBUTION

 3.1 Naming of a building requires a minimum financial contribution of 30 percent of the replacement cost of the building.

 3.2 Naming of a portion of a building (laboratory, assembly room, office, etc.) requires a minimum financial contribution of 30 percent of the replacement cost of the pro rata area of the building (based on gross area). The minimum contribution might be adjusted for specially equipped areas.

4. OUTSTANDING SERVICES

The Director and associate directors will evaluate the services of an individual to the agency to identify truly outstanding service. Their evaluation will include the duration of services, sustained benefits to the agency and enhancement of the reputation and stature of the agency and the A&M System.

5. RECOMMENDATION TO THE BOARD OF REGENTS

The Director may recommend the naming of a facility for an individual by submitting biographical material and other supporting documentation for the recommendation to the Vice Chancellor and Dean for Agriculture and Life Sciences.

6. DEDICATION OF TREES

One or more trees do not constitute a geographical area. The Director may approve dedication of one or more trees in the name of an individual.

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