

Chapter 06 -- Institutional Advancement

06.01 Gift and grant acceptance

- 06.01.1 Procedures. It is the responsibility of the chancellor, or the designee of the chancellor, and the vice chancellor for institutional advancement to establish and administer procedures for the proper acceptance and acknowledgment of all gifts and grants, and preparation of accurate and timely reports of all gifts and grants received.
- 06.01.2 Gift evaluation and acceptance. It is recognized, however, that certain gifts and grants offered may be inconsistent with institutional needs or require additional support for which the system's resources are too limited to permit proper administration of the gift. It, therefore, shall be the responsibility of the chancellor or the designee of the chancellor to evaluate promptly any gift or grant tendered. If approved for acceptance, it shall be accepted and the donor appropriately notified of the TTU system's appreciation. At its next meeting and before public announcement, the board shall accept formally unrestricted gifts and grants over \$1,000,000, and restricted gifts and grants over \$250,000, including gifts-in-kind. Acceptance of all gifts of real property, regardless of value, type, location or designated use of the funds to be derived there from, must be approved by the board.
- a. Unrestricted gifts of real property will usually be placed in an endowment and use of the earnings from the gift, unless restricted by conditions of the gift, shall be under the direction of the chancellor.
 - b. In the event of special, extenuating and extraordinary circumstances, the board may grant an exception to the direction of real property into an endowment as required by Section 06.01.2.a, *Regents' Rules*.
- 06.01.3 Employee involvement. TTU system employees may not be involved in any financial transactions of gift funds that are for the benefit of the TTU system unless:

- a. such funds are handled within the TTU system's accounting structure; or
- b. such funds are handled within accounts for agencies and organizations that have a written contract with the TTU system that:
 - (1) defines the method of handling such funds; and
 - (2) reports gift amount and the condition to the chancellor or his designee; or
- c. written approval is given by the chancellor.

06.01.4 Disciplinary action. Any employee violating this policy shall be subject to disciplinary action, which may include termination of employment.

06.02 Restricted use.

06.02.1 Adherence to donor-identified purpose(s). Those gifts that are earmarked by the donor or donors for a specific purpose must be used for that purpose only. No official or employee of the TTU system may divert such a gift, whether principal or income generated from the fund, for any other purpose unless authorized by law.

06.02.2 Exceptions to a donor-identified purpose. Due to changes in law, to changes in the TTU system's goals, mission, or educational programs, or to circumstances not reasonably foreseeable at the time a gift is made, it may not be possible or practical for the TTU system to meet the terms of a gift. For this reason, the TTU system reserves the right to modify the terms of a gift should such a situation arise. All modifications to the terms of a gift from the donor-identified purpose:

- a. require a finding by the board that changes such as those described in this section exist and, therefore, a modification of the terms of the gift is appropriate; and

- b. must be made to further the TTU system's goals, mission, or educational programs.

06.03 **Private sector support**

- 06.03.1 Gifts and grants. Private sector gifts and grants are an indispensable element in the TTU system's growth and development and as such represent a vast resource for the future of the institutions.
- 06.03.2 Centralized service. It is the intent of the board to have a centralized service that will be primarily responsible for all programs and activities relating to the development of private sector support for the TTU system.
- 06.03.3 Fundraising activities approval. Authority for the final approval of all programs, activities, and procedures that originate on the campus by any person, group, or organization associated with the TTU system or by any person, group, or organization acting in the name of the TTU system for purposes of raising funds shall reside with the chancellor and may be delegated to the designee of the chancellor.
- 06.03.4 The Office of Institutional Advancement. The Office of Institutional Advancement shall assist in the coordination of the programs and activities of all groups and organizations affiliated with the TTU system for purposes of developing private sector support.

06.04 **Endowment funds.** The board establishes the number one development priority to be that of building the TTU system endowment funds.

06.05 **Endowed academic positions.** Specific minimum endowment levels for TTU system academic positions are established by the board as follows:

- 06.05.1 Endowed Chair. The minimum endowment level for an endowed chair will vary by unit and type of research. The dean will consult with the provost or executive vice president and the vice chancellor for institutional advancement before determining the amount requested for a chair in various programs. Recruitment and reten-

tion of top faculty engaged in intensive laboratory research require higher levels of support. Minimum endowment levels are:

- a. \$1,500,000 for selected chairs.
- b. \$1,000,000 for other chairs.

06.05.2 Endowed Professorship. The minimum endowment level for an endowed professorship will vary by unit and type of research. The dean will consult with the provost or executive vice president and the vice chancellor for institutional advancement before determining the amount requested for a professorship in various programs. Recruitment and retention of top faculty engaged in intensive laboratory research require higher levels of support. Minimum endowment levels are:

- a. \$1,000,000 for selected professorships.
- b. \$500,000 for other professorships.

06.05.3 Endowed Lectureship. Endowed lectureships are to support honoraria, publicity, and other expenses incurred in bringing distinguished leaders to lecture on campus. The minimum level is \$250,000.

06.05.4 Research Endowment: Endowed research positions are to support research in particular areas or topics specified by the donor and agreed upon by the dean and chief academic officer. Minimum endowment levels are:

- a. \$500,000 for TTUHSC.
- b. \$200,000 for TTU.
- c. \$100,000 for ASU.

06.05.5 Chancellor's Graduate Fellowship. The chancellor's endowed graduate fellowships are to provide stipends to outstanding students. The minimum endowment level is \$100,000.

06.06 Endowment or other gift related naming.

06.06.1 Except as provided in Section 06.06.2, *Regents' Rules*, any naming related to an endowment or other gift, including but not limited to scholarships and academic positions that are named in accordance with the wishes or in honor of a donor, must receive final approval before said designation may be announced. The approval process shall be as follows:

- a. The board shall approve a naming related to an unrestricted gift or grant over \$1,000,000.
- b. The board shall approve a naming related to a restricted gift or grant over \$250,000.
- c. The board shall approve a naming related to a gift or grant of real property.
- d. The chancellor shall approve a naming related to an unrestricted gift or grant of \$1,000,000 or less.
- e. The chancellor shall approve a naming related to a restricted gift or grant of \$250,000 or less.

06.06.2 The provisions of Section 06.06.1, *Regents Rules*, do not apply to a naming that is governed by Sections 08.05 or 12.05, *Regents' Rules*.

Index of Chapter 06 amendments adopted since December 12, 2008:

<u>Section</u>	<u>Date</u>	<u>Description of Amendment</u>
06.01.2.b	12-17-09	A clarifying, non-substantive change was made to a provision regarding exceptions that may be granted to the requirement that real property donated to Texas Tech must be placed in an endowment.
06.02	12-17-09	The provision that requires Texas Tech to adhere to the terms of a donor's wishes as expressed in a gift agreement was revised to add an exception when changes in law or circumstances make it impossible for Texas Tech to continue to meet the terms of the gift agreement.
06.05.4	12-17-09	A separate dollar threshold for endowed research positions at Angelo State University was added.
06.06	12-17-09	A new section was added to establish an approval process for a gift-related naming that is not governed by the facilities naming provisions in Sec. 08.05 or the academic or administrative unit naming provisions in Sec. 12.05.