

# Chapter 06 -- Institutional Advancement

*Date last revised: 10-09-2015*

*[see last page for list of amendments adopted]*

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## 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.

- a. Evaluation of proposed gifts and grants. 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 and make a recommendation to the board for gifts and grants that require the approval of the board.
- b. Board approval of proposed gifts and grants. In accordance with Sections 109.001(d), 109.104, 109A.001, 110.08, and 110.38, *Texas Education Code*, the board is authorized by law to accept "gifts, grants, or donations of any kind, from any source to the extent not prohibited by state or federal law, for use by the system or any of the component institutions of the system." 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.

- c. Chancellor approval of proposed gifts and grants. The chancellor, or the chancellor's designee, shall approve the acceptance of gifts and grants for which the approval of the board is not required.
- d. Notification to the donor. If approved for acceptance, the gift or grant shall be accepted formally and the donor appropriately notified.

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.

06.01.5 Prohibition on gifts designated for use as salary supplementation. Due to possible conflicts of interest, the TTU system shall not accept gifts, grants, donations, or other forms of consideration designated by the donor to be used for the sole purpose of salary supplementation for a designated employee, person, or position within the TTU system.

## 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. In such a situation, the TTU system may modify the terms of the gift: with the consent of the donor; or absent such consent, as allowed by Texas law.

## 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 Coordination of service. It is the intent of the board to have a coordinated service that will ensure maximum effectiveness of all programs and activities relating to the development of private sector support for the TTU system. Within this framework, each chief executive officer of a TTU system component institution (institutional CEO) will have a development director who reports directly to the institutional CEO. The institutional CEO and institutional development director shall collaborate with the chancellor and the vice chancellor for institutional advancement to administer fundraising activities for the component institution.
- 06.03.3 Fundraising activities approval. Authority for the final approval of all programs, activities, and procedures that originate at or are conducted on behalf of a component institution 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

or the chancellor's designee and the institutional CEO or the institutional CEO's designee.

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 retention 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. \$500,000 for TTUHSC El Paso.
  - c. \$200,000 for TTU.
  - d. \$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 unre-  
stricted 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*.
- 06.06.3 In unusual and unforeseen circumstances, the board reserves the  
right to remove a previously-approved gift-related naming.

***Dates Approved or Amended:***

- *Comprehensive review of chapter* .....08-09-2013      • amendments throughout
- *Amendment* .....10-11-2013      • added §06.01.5
- *Technical adjustment* .....10-10-2014      • to §06.05.4.b
- *Amendments* .....03-06-2015      • to §06.03.2 and §06.03.3
- *System cleanup legislation revisions* .....10-09-2015      • to §06.01.2.b

*See also the document entitled "Comprehensive Reviews and Updates" for a more complete explanation of the amendments listed above.*