**Campus Memorials UPPS No. 08.03.03**

 **Issue No. 5**

 **Effective Date: 05/24/2022**

 **Next Review Date: 01/01/2025 (E3Y)**

 **Sr. Reviewer: Vice President for**

 **University Advancement**

**POLICY STATEMENT**

*Texas State University is committed to maintaining guidelines to provide memorials for students, alumni, faculty, staff, and donors.*

**01. SCOPE**

01.01 Individuals may be memorialized at Texas State University in a designated area known as the Memorial Garden, on the grounds between Flowers Hall and Lampasas Building, next to the Bell Tower. This policy outlines the procedures for accepting and placing memorials in the Memorial Garden or in other areas on campus.

01.02 Other policies regarding the establishment of endowments and naming opportunities may be found in [UPPS No. 03.05.01](https://policies.txstate.edu/university-policies/03-05-01.html), Soliciting, Accepting and Processing Gifts and Grants from Private Sources, and [UPPS No. 08.03.01](https://policies.txstate.edu/university-policies/08-03-01.html), Criteria for Namings.

**02. PROCEDURES FOR APPROVING MEMORIAL REQUESTS**

02.01 The University Advancement Executive Council will review requests for placing memorials on campus. If the location is in an area other than the Memorial Garden, the Council will make a recommendation to the President’s Cabinet who will make the final decision on the memorial location and design.

02.02 The Council reviews proposed memorials for individuals with a connection to Texas State, including students, alumni, active and retired faculty and staff, and donors.

a. Memorials Honoring Students

When family or friends of a deceased student request assistance in establishing a memorial, the Office of the Dean of Students determines if the deceased student was affiliated with a student organization that may sponsor the memorial. If there is no student affiliation, the family and friends assume the sponsorship.

b. Memorials Honoring Alumni

If family or friends of a deceased alumnus are interested in erecting a memorial, the Texas State Alumni Relations Office works with the alumnus’ family and friends to pursue a memorial sponsorship.

c. Memorials Honoring Faculty (Active or Retired)

If family or friends of a deceased faculty member (active or retired) are interested in erecting a memorial, they are responsible for sponsoring the memorial. The Office of the Provost and Vice President for Academic Affairs will work with the deceased faculty member’s family and academic colleagues to pursue the sponsorship.

d. Memorials Honoring Staff (Active or Retired)

If family or friends of a deceased university staff member (active or retired) are interested in erecting a memorial, they are responsible for sponsoring the memorial. The Texas State Staff Council and the home office of the deceased staff member may assist with the sponsorship.

e. Memorials Honoring Donors

If family or friends of a deceased Texas State donor are interested in erecting a memorial, the University Advancement Development Office will work with the donor’s family or friends to pursue a memorial sponsorship.

02.03 Sources other than university accounts must pay for all costs associated with memorials. Requests from support organizations that have university accounts will be considered, but must be approved by a designated representative of University Advancement and the vice president for Finance and Support Services.

**03. PROCEDURES FOR MEMORIAL ACQUISITION, INSTALLATION, AND MAINTENANCE**

03.01 The requestor is fully responsible for the payment of the memorial plaque.

03.02 The Council will present the requestor with three giving options: $400, $750, and $1,000. For consistency purposes, University Advancement will be responsible for ordering the item.

03.03 The requestor is fully responsible for costs associated with installation of the item. University Advancement will work with Facilities for installation of the item requested.

03.04 The Memorial Garden will be maintained by the university.

**04. REVIEWERS OF THIS UPPS**

04.01 Reviewers of this UPPS include the following:

Position Date

Vice President for University January 1 E3Y

Advancement

Director, Donor Relations January 1 E3Y

**05. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedures from the date of this document until superseded.

Vice President for University Advancement; senior reviewer of this UPPS

President