

The University of North Texas at Dallas Policy Manual	Chapter 9.000
9.002 Fundraising and Private Support	Institutional Advancement

Policy Statement. Private support is essential to the University of North Texas at Dallas (UNT). Contributions from individuals, corporations, foundations, associations, and other organizations are vitally important to the fulfillment of the University’s mission. This policy is intended to facilitate, coordinate, and manage fundraising activity so that University priorities are met and prospects are solicited in a consistent and coordinated manner. This policy also sets forth requirements related to the acceptance of gifts and private support, including the minimum amounts required to be received in order to establish various types of endowments.

Application of Policy. This policy applies to all fundraising conducted on behalf of the University and all private support received by the University.

Definitions.

1. **Conditional Gift.** “Conditional Gift” means any endowment, scholarship, or other gift, donation, or grant of money or property of any kind, or any contract award, the use of which is subject to conditions imposed, requested, or provided by a “foreign government” or “foreign person” and which conditions relate to the kinds of teachers or students who may benefit from such gift or relate to the perspective, bias, or slant with which subject matter supported by the gift may be taught.
2. **Endowments.** “Endowments” mean assets designated by the donor to be held in perpetuity.
3. **Endowed Chair.** “Endowed Chairs” means a distinction awarded by the University to a faculty member in recognition of past accomplishments and the potential for continued original contributions to the academic enterprise. In addition to the academic honor given to the individual, an endowed chair provides funding for support of the faculty member’s teaching, research, and/or service responsibilities. Endowed chairs may be term-limited.
4. **Endowed Faculty Fellowships.** “Endowed Faculty Fellowships” enable the University to attract and retain faculty members or to support the scholarly activities of a visiting faculty member. The terms of the fellowship may be limited, renewable, or rotating for a term of years.

5. Endowed Graduate Fellowships. An “Endowed Graduate Fellowship” provides financial support to graduate students. Such fellowships may cover tuition and other costs, as well as a stipend.
6. Endowed Professorships. “Endowed professorships,” like endowed chairs, provide recognition for faculty accomplishments and provide support for a professor’s teaching, research, and/or service. An endowed professorship may be term limited.
7. Endowed Scholarships. “Endowed Scholarship” means a type of financial aid that does not have to be repaid by the recipient. Scholarships are most often given to students for one or both of the following reasons: achievement in academics or other areas, or financial need. Other appropriate recipient qualifications may include, but are not limited to, field of study, hometown, and extracurricular activities.
8. Fundraising. “Fundraising” means an organized effort to solicit gifts and philanthropic grants for any University purpose from private sources such as individuals, firms, corporations, groups, and/or foundations. This policy applies to all forms of fundraising for the benefit of the University. The policy does not apply to instances when family or friends of a deceased person announce that contributions may be sent to the University in lieu of other remembrances.
9. Gift. “Gift” means a voluntary, philanthropic transfer of assets received from an individual, a corporation, a foundation, or other organization. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind, and real estate. The terms gift and grant are often used synonymously by donors and, as such, for the purposes of the application of these or other University policies, the terms shall be interpreted in order to give effect to the donor’s intent.
10. Private Support. “Private Support” means an unsolicited gift given to the University.

PROCEDURES AND RESPONSIBILITIES.

Fundraising Oversight and Coordination. The Vice President for University Advancement is responsible for overseeing all fundraising on behalf of the University. This includes the coordination of solicitations and proposals to individual, corporate, and foundation prospects. All fundraising activity (excluding solicitations of governmental grants and sponsored projects) is to be coordinated through the Vice President for University Advancement or his or her designee. The Vice President for University Advancement shall coordinate with other University and UNT System offices as necessary and appropriate.

In the spirit of collaboration, coordination, and consistency, all faculty and staff who engage in fundraising activities on behalf of the University must coordinate with and have their efforts approved by the Office of University Advancement. The Vice President for University Advancement shall determine the appropriate person to undertake the solicitation of the individual, corporate, and foundation prospects on behalf of the University. University employees are responsible for complying with fundraising and gift acceptance procedures that are established by the Office of University Advancement.

All fundraising projects shall comply with Regents Rules, System Regulations, and University policies, as well as federal and state laws.

Responsible Party: Office of University Advancement, Vice President for University Advancement, Faculty and Staff

Gift Acceptance. The acceptance of gifts shall be coordinated through the Vice President for University Advancement (excluding gifts related to governmental grants and sponsored projects). Authority to accept gifts for the benefit of the UNT Dallas is vested in the Board of Regents, but the Board has authorized the President of the University to accept gifts under the conditions for acceptance set out in this policy and the Regents Rules (with the exception of gifts of real property, which must be received by the Board of Regents in accordance with Regents Rule 11.300). The Vice President for University Advancement shall ensure that all gifts conform to the requirements of University policies, System Regulations, Regents Rules, and applicable state and federal law prior to being submitted to the President for approval.

All conditional gifts from foreign sources or persons must be disclosed prior to acceptance in accordance with Regents Rule 09.400. Further, in accordance with 20 U.S.C. §1011(f), all gifts from a foreign source with an aggregate value of \$250,000 or more within a calendar year must be reported to the U.S. Department of Education. The Office of University Advancement shall coordinate with the Department of Financial Aid to ensure that foreign gift reports are appropriately submitted using the Federal student Aid's Electronic Application in accordance with 20 U.S.C. §1011(f).

A gift that requires a commitment of funds, personnel, space for housing, or other resources shall be approved by the President or his/her designee prior to any commitment action on behalf of the University. A gift or grant related to a sponsored project shall be approved by the Office of Sponsored Projects.

Responsible Party: President, Vice President for University Advancement, Executive Director of the Office of Sponsored Projects, Executive Director of Development, Faculty and Staff

Gift Processing and Reporting. All offices are responsible for promptly forwarding all gifts and gift documentation to the Office of University Advancement for recording, receipting, acknowledging and reporting purposes. This also includes items such as estate plan and distribution documentation. All written statements concerning tax deductibility of contributions and/or values and benefits received in conjunction with a gift must be reviewed and approved by the Office of University Advancement.

Responsible Party: Vice President for University Advancement, Faculty, and Staff

Use of Gifts. A gift shall be used for the purpose designated by the donor. All unrestricted gifts are to be used as designated by the Board of Regents and the President or his or her designee.

Responsible Party: Vice President for University Advancement, Faculty and Staff

Endowments. New endowment funds benefitting the University should be held by the UNT Foundation, Inc. or a successor supporting foundation designated by the University and the Board of Regents of the UNT System for that purpose. Funds held by or for the benefit of the University must equal or exceed the required minimum amount required for an endowment before funds can be endowed.

The minimum amount required to establish an endowment fund is \$25,000. A higher amount is required to establish a permanent endowment to fund an academic position (i.e. chairs, professorships, faculty fellowships, scholarships, and other endowed funds), and also to stipulate other conditions for the operation of these endowed funds that are consistent with the mission of the University. The minimum amount required to establish a permanent endowment for an academic position is as follows:

- Endowed Chair - \$1,000,000
- Endowed Professorship - \$500,000
- Endowed Faculty Fellowship - \$250,000
- Endowed Graduate Fellowship - \$125,000

In no case will a permanent endowment for an academic position be established without prior approval of the Provost and the President or his or her designee.

Gifts to create an endowed account must be received within a five-year period, with a minimum of \$10,000 received within a three-year period. The President may waive this requirement.

University accounts will begin to earn income individually only when the minimum requirement

for an endowment is met. After that time, the account will be classified as an endowment and invested accordingly. As outlined in the UNT Dallas Policy on Endowment Funds, it is only after the endowment has been invested for a full year that distribution to the companion spending account may begin. If, at any point of distribution, the fair market value of the endowment is at or below the corpus of the endowment, the distribution shall be net current yield.

Responsible Party: President, Provost, Vice President for University Advancement

References and Cross-references. =

Regents Rule 09.100, Gifts and Grants

Regents Rule 09.200, Naming of Property, Programs and Academic Positions

Regents Rule 09.300, Endowment Funds

Regents Rule 09.400, Gifts from Foreign Sources or Persons

Regents Rule 11.300, Real Property Acquisition

20 U.S.C. §1011(f)

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