Rule Statement

The responsibility for the care of all University property listed on departmental inventories lays with the department head and may not be delegated. It is the duty of the department head to see that all members of the department take every reasonable precaution to prevent loss or damage to University property while it is in use by themselves or by students under their direct supervision.

Reason for Rule

Each University employee is responsible for using state personal property (equipment) only for state purposes and is required to exercise reasonable care for its safekeeping.

Procedures and Responsibilities

1. WILLFUL DAMAGE OR DEFACING BY STUDENT

1.1 In the event that a student willfully damages or defaces University property in the course of laboratory or classroom instruction, the student's name will be reported to the department head and to the Office of the Dean of Campus Life and Student Development. The Office of the Dean of Campus Life and Student Development will pursue disciplinary action against the student as appropriate.

1.2 Whenever damage or defacement of University property in the classroom or laboratory is discovered for which no individual student can be held liable, the cost of repair will be borne proportionately by all departments using the room in which the damage or defacement occurs, or by the University. The Vice President for Business and Administration will be responsible for making the determination of the responsible cost center(s).

2. WILLFUL DAMAGE OR DEFACING BY EMPLOYEE

2.1 Any employee who willfully damages or defaces University property will be disciplined in accordance with system policies and regulations.

2.1.1. For Faculty System Policy 32.02 Discipline and Dismissal of Employees.

2.1.2. For Staff System Regulation 32.02.02 Discipline and Dismissal for Non-faculty Employees.
3. DEPARTMENT HEAD

All department heads are hereby instructed to emphasize to all members of their teaching and research staffs the importance of vigilance to prevent damage to or defacing of University property by acts of willful destruction and to identify those responsible for such damage whenever it occurs in class under their supervision.

Related Statutes, Policies, or Requirements

Texas Penal Code Title 7, Chapter 28, Arson, Criminal Mischief, and Other Property Damage or Destruction

The Texas A&M University System Asset Management Manual

Contact Office

Property Manager
903-886-5042