



Rule Summary

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.

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 Student Rights and Responsibilities. The Office of Student Rights and Responsibilities 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 Finance and Administration/Chief Financial Officer 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 Nonfaculty Employees](#).

4 DEPARTMENT HEAD

- 4.1 All department heads are hereby instructed to emphasize to all members of their teaching and research staff 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](#)

System Policy [32.02, Discipline and Dismissal of Employees](#)

System Regulation [32.02.02, Discipline and Dismissal for Nonfaculty Employees](#)

[The Texas A&M University System Asset Management Manual](#)

Revision History

Approved July 24, 2013

Revised November 7, 2024 (University Name Update)

Contact Office

Property Manager
903-886-5061