

## **Office Furnishings and Supplies**

TAMU-CC College of Education and Human Development  
(Last revised May 8, 2023)

Faculty are provided private offices to the extent space permits. Standard equipment includes: desk, computer table, desk chair, two side chairs, two file cabinets, work light, and wastebasket. Offices without built-in bookshelves are provided bookcases. Newer offices have dry-erase and bulletin boards. These may be installed in older offices upon request to the department chair.

Adjunct faculty are provided office space on a "space available" basis.

Each new faculty member is provided a box of office supplies including such things as: College stationary, stapler, paper clips, paper, pens, pencils, scissors, stapler remover, pads, letter opener, tape dispenser, grade book, etc. Additional supplies may be obtained from the department administrative assistant/s.

Duplication, paper cutting, and stapling equipment is provided in the workrooms associated with College administrative offices. Administrative Assistants are trained in the proper use of this equipment. Faculty are asked to take advantage of university support by having duplication work done for them by their administrative assistants.

Each office is equipped with a telephone. A voice mail system is operational. Each faculty member is supplied with a PC or Apple computer. These are connected with access to email, a variety of software packages, Internet, library services, printing, and other campus computing resources. Computer laboratories are provided in the library, CCH, CI, IH, and the O'Connor Building for student/faculty use.

Workrooms and a common kitchen area have a refrigerator, coffee maker, and microwave oven for use by faculty and staff. Faculty and staff are responsible for cleaning up after themselves.

## **College Abandoned Property (Faculty)**

TAMU-CC College of Education and Human Development  
(Last revised May 8, 2023)

### Summary:

This COEHD policy expands on [University Procedure 21.99.04.C1](#) (Disposition of Abandoned and Unclaimed Personal Property) to outline the process of handling personal belongings left behind by a faculty member upon a separation from employment at the university.

### Process:

1. Collection of the abandoned personal property
  - 1.1. The department chair will notify the Office of the Dean and the University Center that the former faculty member has left personal property behind.
  - 1.2. The department chair will appoint at least two (2) individuals (faculty or staff) from the department to box up the abandoned property, create a log of the property, and transfer the property to the University Center for storage until the property can be disposed of according to section 2 of this document.
  - 1.3. The department chair will attempt to contact the former faculty member or authorized designee within ten (10) business days to pick up the property from the University Center Administrative office. The University center will also make reasonable attempts to notify known owners of property through telephone or email
  - 1.4. Upon successful contact (phone/email), the former faculty member or authorized designee will be informed that the University Center Administration Office will keep the property in storage and available for pickup for up to 90 days.
2. Disposition of the abandoned property
  - 2.1. If the attempt to contact the former faculty member is successful and arrangements have been made for retrieval of the property within the allotted timeframe
    - (a) The former faculty member or authorized designee may pick up the property during the University Center's normal business hours. If no one claims the items within the 90-day time frame the items will be

processed for sale or destruction in accordance with [University Procedure 21.99.04.C1](#).

- (b) The University Center must notify the Office of the Dean that the property has been picked up by the former employee or authorized designee.

2.1.1. At the department's discretion, it may ship the property to the former faculty member or authorized designee at either the department's or faculty member's/authorized designee's expense.

- 2.2. If the attempt to contact the former faculty member or authorized designee is unsuccessful after the allotted timeframe, the University Center will dispose of the property in accordance with [University Procedure 21.99.04.C1](#) (Disposition of Abandoned and Unclaimed Personal Property).