

Texas A&M University-San Antonio

41.01.01.00.01 Real Property

Approved: May 15, 2014

Revised: July, 2016

Next Scheduled Review: July, 2018

Procedure Statement

This Procedure establishes the process for the acquisition, disposition and lease of real property.

Reason for Procedure

This Procedure implements System Policy [41.01 Real Property](#) and System Regulation [41.01.01 Real Property](#). It provides guidance for the acquisition, disposition, rental, lease, and license of real property for the benefit of the University and its faculty, staff and students.

Official Procedure

1. RESPONSIBILITY FOR UNIVERSITY PROPERTY

- 1.1 The Vice President for Business Affairs (VPBA) is responsible for ensuring the care, maintenance, and safekeeping of University land, buildings and other improvements.

2. MANAGEMENT OF PROPERTY

- 2.1 The VPBA will manage the University's real property with the exception of responsibilities delegated to the Vice President for Academic Affairs/Provost (VPAA) in section 2.2. Exceptions to this delegation will be approved by the President.
- 2.2 The VPAA or designee will be responsible for utilization of classrooms and laboratories and the resultant Space Utilization Efficiency number created by the utilization of classrooms and laboratories.

3. ACQUISITION OF REAL PROPERTY

- 3.1 All efforts to acquire land, property, or other real property will be facilitated by the VPBA.

4. GIFTS AND BEQUESTS OF REAL PROPERTY

4.1 Offers to give, donate, transfer title of real property to the University will be processed by the VPBA in coordination with the Vice President for University Advancement or his/her designee.

5. DISPOSITION OF UNIVERSITY REAL PROPERTY

5.1 All efforts to dispose of University real property will be managed by the VPBA.

6. LEASING OF REAL PROPERTY FROM THIRD PARTIES (including residential and storage facilities)

6.1 All efforts to lease real property from third parties will be managed by the VPBA. The management of leased property will be the responsibility of the VPBA.

7. INTRA-SYSTEM LEASE AGREEMENTS

7.1 Intra-System Lease Agreements will be negotiated and approved by the VPBA.

8. LICENSES (temporary use/rental of facilities)

8.1 The Contract Services Manager will develop and manage the Procedure for renting/granting licenses to third parties for the use of University facilities and space.

8.2 The VPBA has the authority to execute and deliver licenses for the temporary or periodic use by the member of a third party's real property. The form of all licenses of a third party's real property must be approved by the OGC for legal sufficiency.

Related Statutes, Policies, or Requirements

System Policy [41.01 Real Property](#)

System Regulation [41.01.01 Real Property](#)

Contact Office

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