

## 31.08.01.D1 Faculty Emeritus Status

Approved: June 14, 2017  
Revised: August 13, 2019  
Next Scheduled Review: August 13, 2023



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### Rule Summary

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Faculty Emeritus is a title conferred by the Board of Regents of the Texas A&M University System for the purpose of recognizing the meritorious service of a faculty member upon or after retirement. This rule specifies the titles, eligibility, selection, procedures, privileges and responsibilities of emeritus designation.

Every full-time faculty member who holds a faculty appointment at Texas A&M University-Central Texas (A&M-Central Texas) for at least 10 years at the time of retirement may be considered for emeritus status. Faculty who have served less than 10 years, may also be considered with approval of the president of the university.

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### Rule

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#### 1. TITLES

Individuals with the faculty title of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Associate Lecturer, Assistant Lecturer, Senior Librarian, Associate Librarian, Assistant Librarian, Senior Clinical Faculty, Associate Clinical Faculty, Assistant Clinical Faculty, Senior Research Faculty, Associate Research Faculty or Assistant Research Faculty can be nominated for emeritus status.

#### 2. ELIGIBILITY

2.1 The decision for granting emeritus status must be based on comprehensive consideration of career involvement within the institutional context. This is to ensure that contributions of faculty are evaluated in light of the conditions existing at A&M-Central Texas during the entire career. Emeritus status is not ordinarily awarded for a single accomplishment, but for a career pattern of distinguished service.

2.2 Contributions are defined as significant efforts in teaching, scholarship or service that go beyond the normal duties and responsibilities of an appointment. Such contributions should include, but are not limited to actions that (a) bring credit to the University within the academic and/or broader community; (b) serve the University in times of need, change, or development; or (c) serve a particular department or constituency of the University not ordinarily associated with the duties of appointment. Also, the individual must have conducted himself/herself in a manner consistent with the code of ethical conduct found in System Policy 07.01. *Ethics*, throughout the individual's employment.

- 2.3 The emeritus designation shall be added to the current designation of rank of a faculty member after official retirement. Individuals who have been granted emeritus status may be reappointed for service after official retirement in accordance with system policies and regulations; however, the payroll title for such appointments will be appropriate to the service performed and will not include the emeritus designation.
- 2.4 The emeritus designation may be added to an administrative title upon leaving the administrative position for an individual who continues full-time employment in another position, such as an administrator who returns to a faculty position.

### 3. PROCEDURE

- 3.1 Nominations or applications for emeritus status are made in writing to the nominee's College Dean. There are no restrictions on who can nominate a faculty member for emeritus status. Self-nominations are also allowed. The nomination packet must include an updated vitae and a one page narrative addressing how the nominee has demonstrated a pattern of distinguished contributions in teaching, scholarship, or service at the university.
- 3.2 The College Dean will provide the full-time faculty members in the nominee's department with a copy of the nomination packet for review. A vote of all the full-time faculty members in the nominee's department should be conducted according to the department's established procedures. The faculty will submit the outcome of the voting to the College Dean with a recommendation for awarding emeritus status if a majority of the department faculty voted in favor of the emeritus designation or a recommendation for not awarding emeritus status if a majority of faculty voted against the emeritus designation.
- 3.3 The College Dean will provide the Department Chair with a copy of the nomination packet for review. The Department Chair will write a letter of recommendation in support of or against awarding emeritus status. The Department Chair submits the letter of recommendation to the College Dean.
- 3.4 The College Dean will review the nomination packet, the results of the faculty vote and the letter of recommendation from the Department Chair and write a letter of recommendation in support of or against awarding emeritus status. The dean will then submit the nomination packet, the voting outcome by the department faculty, the letter of recommendation from the Department Chair, and the dean's letter of recommendation for emeritus status to the Provost and Vice President for Academic and Student Affairs.
- 3.5 The Provost shall review the nomination packet and make a recommendation to the President based on letters from the Department Chair, the College Dean and the voting outcome of the department faculty. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

### 4. PRIVILEGES AND RESPONSIBILITIES

- 4.1 The granting of emeritus status is an honorary designation which entails no assigned duties, responsibilities, office space, or use of administrative support staff. Emeritus faculty are encouraged to continue their participation in the many varied activities associated with university life. Service to the university can come in many forms including guest lecturing

in areas of expertise, mentoring junior faculty and serving on committees or projects in an advisory capacity.

4.2 Emeritus status affords faculty members the following rights and privileges:

- 4.2.1 Listing as a faculty member of A&M-Central Texas for the purposes of full professorial library privileges and e-mail.
- 4.2.2 Listing of name in the university catalog and faculty directory.
- 4.2.3 An annual faculty parking tag for one vehicle at no cost to the individual.
- 4.2.4 An identification card which indicates the individual's emeritus status.

4.3 Receiving office or research space is dependent upon appropriate space being available and the extent to which the activity of the retired emeritus faculty contributes directly to the instructional or research programs of the college. The appropriate College Dean is responsible for determining if suitable space is available. It is understood that this may be different space from that previously occupied by the emeritus person. If suitable space is deemed available, the dean will request the allocation of space through the Space Allocation Committee as per SAP 41.01.01.D0.01 – Space and Land Use Management. The basic need of the College for the specific abilities and talents of the retired individual shall be the basis for all such allocations.

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## **Related Statutes, Policies, or Requirements**

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System Policy 31.08, [\*Emeritus\*](#)

System Regulation 31.08.01, [\*Granting of Emeritus Status to Faculty and Staff\*](#)

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## **Contact Office**

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