

STANDARD ADMINISTRATIVE PROCEDURE

31.08.01.M0.02 Faculty Emeritus Status

Approved October 18, 1996

Revised October 9, 2014

Next Scheduled Review: October 9, 2019

Procedure Statement

Every individual who, at the time of separation holds a tenured appointment at Texas A&M University and has served the University at least 10 years, must be considered for emeritus status unless the faculty member requests in writing that he/she not be so considered. Non-tenured faculty, or those who have served less than 10 years, may also be considered.

Official procedure

1. PROCEDURE

- 1.1 The decision for granting emeritus status must be based on comprehensive consideration of career involvement in the institutional context. This is to ensure that contributions of faculty are evaluated in light of the conditions existing at Texas A&M during the whole career.
- 1.2 Each candidate for emeritus status, working with the appropriate tenure and promotion committee, will prepare a dossier that contains the following:
 - 1.2.1 a recommendation cover sheet available from the Office of the Dean of Faculties;
 - 1.2.2 a comprehensive vitae; and
 - 1.2.3 a narrative statement of no more than two pages regarding the candidate's teaching, research and service prepared by the tenure and promotion committee, i.e. courses taught, graduate committees chaired, major grants and projects obtained.
- 1.3 A departmental meeting will be scheduled to which all eligible faculty members are invited for discussion of the dossier and recommendation. Eligibility includes all tenured faculty or at TAMUQ and HSC would also include faculty with an unmodified Associate or Professor title. The eligible faculty in the department should be provided access to the dossier for ten (10) working days before

conducting the discussion meeting and all eligible faculty shall be polled and may vote yes, no, or abstain. The recommendation of the eligible faculty in the department (including any information gained from the discussion meeting) shall be forwarded to the department head.

- 1.4 The department head reviews the dossier and prepares an independent recommendation letter which along with the complete dossier, is forwarded to the dean. The department head's letter should indicate whether the faculty member has or will retire in good standing.
- 1.5 The dean adds their recommendation letter and forwards the entire dossier through the Dean of Faculties to the Provost or for HSC faculty to the Executive Vice President of the TAMU HSC.
- 1.6 The Provost or Executive Vice President of the TAMU HSC shall consider the recommendations of the departments, the Deans, and, if appropriate the Committee for Emeritus Status (see below) in making recommendations to the President. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

2. COMMITTEE ON EMERITUS STATUS

A University Committee on Emeritus Status shall be established according to the following provisions.

- 2.1 The Committee on Emeritus Status is a committee of the Faculty Senate and shall be comprised of one tenured faculty member from each academic college and the Library. The Dean of Faculties serves as an ex officio member. Committee members shall be nominated by the Faculty Senate Executive Committee and approved by the Senate.
- 2.2 Scope and Powers -- The Committee shall review all applications that were not approved at the department or college level and forward its recommendations through the Dean of Faculties to the Provost or to the Executive Vice President of the TAMU HSC. The committee, through its chair, shall communicate in writing to the Executive Committee of the Faculty Senate policy and procedures matters associated with the review of nominees for emeritus status.

3. OFFICE USE AND PRIVILEGES

- 3.1 Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life and, consistent with established policies, to avail themselves of University facilities.

- 3.2 With appropriate approval, emeritus personnel may be invited to participate in graduate faculty activities and to accept appointment on graduate committees.
- 3.3 The privilege of receiving an allocation of office space is dependent upon appropriate space being available and the extent to which the activity of the retired individual contributes directly to the instructional or research programs of the department involved. The department head 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 department head may write to the appropriate Dean describing and requesting the allocation. The Dean shall be the final authority. The basic need of the college for the specific abilities and talents of the retired individual shall be the basis for all such allocations.

Related Statutes Policies and Regulations

Supplements [System Policy 31.08](#) and [System Regulation 31.08.01](#)

Contact Office

[Office of the Dean of Faculties](#)

[Download Cover Sheet for Recommendation for Professor Emeritus Status here](#)