

UNIVERSITY RULE

31.08.01.M1 Staff Emeritus Status

Approved October 25, 2017

Revised June 24, 2021

Next scheduled review: June 24, 2026

Rule Statement

Texas A&M University (Texas A&M) recognizes that many staff employees perform exemplary service over the course of their careers at Texas A&M. In keeping with the traditions and excellence of Texas A&M, it is imperative to honor these individuals for their dedication and service and maintain a continued relationship during their retirement. Certain staff employees, upon retirement, shall be eligible for appointment to Emeritus status in those cases where an individual's service and contributions to Texas A&M have been particularly meritorious and significant.

This rule outlines the eligibility, processes and procedures in designating an eligible staff employee with an Emeritus title pursuant to System Regulation 31.08.01, *Granting of Emeritus Status to Faculty and Staff*.

Official Rule

1. GENERAL

1.1 Eligibility

1.1.1 Titles – Individuals with the title of Director, Executive Director, Assistant Vice President, Associate Vice President, and Vice President can be nominated for Emeritus Status.

1.1.2 Length of Service – Individuals who have served the university at least ten (10) years or more, with at least five (5) years in a position noted in paragraph 1.1.1 can be nominated for Emeritus Status.

1.2 Title and Status – The designation of “Emeritus” shall be added to the then current designation of rank or position of a person after official retirement.

1.3 Reappointment – Persons who have been granted emeritus status may be reappointed for part-time 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 term “Emeritus”.

2. PROCEDURES

2.1 Recommendations

2.1.1 Recommendation applications for staff emeritus status may be submitted at any time during the calendar year and may be submitted by the department or immediate supervisor.

2.1.2 Recommendation applications for staff emeritus status are to include the following:

2.1.2.1 [Recommendation for Staff Emeritus Status form](#).

2.1.2.2 A narrative statement of no more than two pages detailing the candidates’ career history at Texas A&M indicating involvement with the University and its subdivisions, professional accomplishments, committee memberships, leadership roles, personal accomplishments and institutional knowledge gained while working at the university.

2.1.2.3 A statement from individual’s immediate supervisor confirming that the person has retired or will be retiring in good standing and the date or expected date of retirement.

2.1.2.4 A letter of recommendation from the appropriate immediate supervisor in the employee’s role before retirement.

2.1.3 Completed recommendation applications should be submitted through the chain of authority to the Vice President for Human Resources and Organizational Effectiveness for review and further handling.

3. PRIVILEGES AND RESPONSIBILITIES

3.1 Staff 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 An individual granted emeritus status may, in addition to the benefits and privileges of all retired staff members:

3.2.1 Be invited to university or division functions in the area of his or her interest.

3.2.2 Be invited to attend division meetings and events, at the discretion of the division.

3.2.3 Be granted the use of services and facilities, including the university library, mail, and parking privileges, in accordance with university rules.

3.2.4 Be granted office space at the discretion of the appropriate vice president when the division or department has a specific need for the specific abilities or talents of the retired individual.

- 3.3 In addition, staff emeritus members are expected to continue to assist in the areas of their competence when requested to do so, particularly in an advisory fashion.
- 3.4 Staff emeritus members are expected to remain in good standing to retain this designation.
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Related Policies, Regulations, and Rules

System Policy 31.08: *Emeritus*

<http://policies.tamus.edu/31-08.pdf>

System Regulation 31.08.01: *Granting of Emeritus Status to Faculty and Staff*

<http://policies.tamus.edu/31-08-01.pdf>

University Rule 31.08.01.M2: *Faculty Emeritus Status*

<https://rules-saps.tamu.edu/pdf.php?number=31.08.01.M2>

Forms

Recommendation for Staff Emeritus Status Form

https://employees.tamu.edu/employee-relations/_media/forms/915StaffEmeritusStatus.pdf

Contact Office

For information on clarification on this rule contact Employee Relations at (979) 862-4027 or by email at Employee-relations@tamu.edu.

OFFICE OF RESPONSIBILITY:

Employee Relations