

UNIVERSITY RULE

31.08.01.M1 Staff Emeritus Status

Approved October 25, 2017

Revised June 24, 2021

Revised January 11, 2023

Revised July 14, 2023

Next scheduled review: July 14, 2028

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, Vice President, Librarian, Associate Librarian, Senior Librarian, University Librarian and Assistant/Associate University Librarian 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 section 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 manager.
- 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, email, network access by Information Technology Services, 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.

Related Policies, Regulations, and Rules

[System Policy 31.08, Emeritus](#)

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

Forms

[Recommendation for Staff Emeritus Status Form](#)

Contact Office

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

OFFICE OF RESPONSIBILITY:

[Human Resources and Organizational Effectiveness](#)