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**Procedure Statement**

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Emeritus designation is recognized widely as an appropriate way to recognize faculty and administrators of Texas A&M University-Texarkana who have made major contributions to the success of the Institution.

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**Reason for Procedure**

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This procedure seeks to promote the consistent consideration and application of emeritus status consideration to all applicable faculty and administrators.

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**Procedures and Responsibilities**

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**1. CRITERIA**

- 1.1 Emeritus status shall be conferred upon individuals who have made significant contributions to the university through long and distinguished service.
- 1.2 The honorary title “Emeritus” confers continued academic appointments on retired presidents, vice presidents, deans, and faculty, normally without remuneration or authority. Persons who have been granted emeritus status, however, may be reappointed for part-time service after official retirement in accordance with Texas A&M University System policies and regulations. The payroll title for such appointments will be appropriate to service performed and will not include the term “Emeritus.”
- 1.3 To be considered for emeritus status, a person must have held a tenured faculty appointment and have been full-time employed at A&M-Texarkana for a minimum of 10 years.

**2. SELECTION PROCESS**

**2.1 Faculty**

- 2.1.1 Nominations for emeritus status for tenured faculty whose current assignment is half-time or more in teaching shall be initiated by faculty within the college and submitted to the college dean.
- 2.1.2 The college dean shall convene the college tenure and promotion committee to begin the process. The chair of the college tenure and promotion committee or his/her designee will prepare a dossier for the candidate that contains the following:
  - 2.1.2.1 a recommendation cover sheet (attached to this procedure);
  - 2.1.2.2 a comprehensive vitae;
  - 2.1.2.3 a narrative statement of no more than two pages regarding the candidate's teaching, research, and service prepared by the tenure and promotion committee (e.g., courses taught, graduate committees chaired, major grants and projects obtained); and the candidate's career history at A&M-Texarkana indicating involvement with the university as well as personal accomplishments beyond those delineated in the vitae.
- 2.1.3 The chair of the college tenure and promotion committee shall call a meeting of all tenured faculty within the college to discuss the dossier and recommendation. All tenured faculty in the college shall be provided access to the dossier for ten working days before conducting the discussion meeting. The chair shall call for a vote (voice, hand, or ballot) of all attending faculty to support the emeritus recommendation. A majority vote of attending tenured faculty shall constitute support of the nomination.
- 2.1.4 Results of the vote shall be recorded in a memorandum from the committee chair to the College Dean. The memo and complete dossier shall be forwarded to the College Dean. A vote of non-support by the faculty terminates the process at this point.
- 2.1.5 If the faculty vote supports the nomination, the College Dean shall review the dossier and recommendations and add his/her recommendation and letter of support or non-support.
- 2.1.6 The entire dossier and associated letters from the committee chair and College Dean shall be forwarded to the Provost and Vice President for Academic Affairs (Provost/VPAA), who, with advice from the provost's council, will review it and forward a recommendation to the President.
- 2.1.7 The president shall review the candidate's dossier and recommendations/ comments from the tenure and promotion committee, the College Dean, and the Provost/VPAA. The President shall render a decision regarding submitting the nomination to the Chancellor for consideration and submission to the A&M System Board of Regents for confirmation.

## 2.2 Administrators

3. A tenured faculty whose assignment is administrator (half-time or greater) may be nominated for emeritus status by another A&M-Texarkana tenured faculty member (including the President or another faculty administrator) or the Chancellor. The nomination shall be sent to the President who shall appoint an ad-hoc committee of 5-7 tenured faculty to consider the nomination. . The committee shall follow the above procedures to the extent they are applicable and reasonable.
4. OFFICE USE AND PRIVILEGES
  - 4.1 Emeritus personnel are encouraged to continue their participation in activities associated with campus life and, consistent with established policies, to avail themselves of university facilities.
  - 4.2 With appropriate approval, emeritus personnel may be invited to participate in graduate faculty activities and to accept appointment on graduate committees.
  - 4.3 Holders of the title “Emeritus” may be eligible for service on university committees upon appointment by the President.
  - 4.4 The privilege of receiving an allocation of office space and use of laboratory facilities 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. This may be different space from that previously occupied by the emeritus person.
  - 4.5 A request for such space is to be made in writing by the faculty member to the College Dean who shall forward a recommendation through normal administrative channels. The request will describe the allocation needed and indicate how its use will contribute to the instructional or research programs of the department involved.
  - 4.6 The College Dean may support or fail to support the request from the emeritus faculty for office space. If supportive of the request, the College Dean will forward his/her recommendation for or against the request to the Provost/VPAA.
  - 4.7 The Provost and Vice President for Academic Affairs is responsible for allocating academic space and shall be the final authority. The basic need of the university for the specific abilities and talents of the emeritus faculty shall be the basis for all such allocations.

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### **Related Statutes, Policies, and Regulations**

Supplements System Policy 31.08 *Emeritus/Emerita Titles*

Supplements System Regulation 31.08.01 *Granting of Emeritus/Emerita Status to Faculty and Staff*

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### **Contact Office**

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Provost and Vice President for Academic Affairs: 903.223.3003

UP 31.08.01.H0.01 Granting of Emeritus/Emerita Status to Faculty

**TEXAS A&M UNIVERSITY–TEXARKANA**  
**RECOMMENDATION FOR EMERITUS STATUS**

Name of Candidate: \_\_\_\_\_

Title to be Conferred: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**In recognition of long and distinguished service to Texas A&M University-Texarkana, we, the undersigned, recommend that the Chancellor present this individual to the Board of Regents for confirmation and conferral, with all rights and privileges, of the title “Emeritus.”**

\_\_\_\_\_  
Faculty Representative Date

\_\_\_\_\_  
College Dean Date

\_\_\_\_\_  
Provost and Vice President for Academic Affairs Date

\_\_\_\_\_  
President Date