

# UP31.08.01.H0.01 Requirements for Granting Emeritus/Emerita Title



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## Procedure Statement

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This procedure details the requirements for the granting of the Emeritus/Emerita title at Texas A&M University-Texarkana (A&M-Texarkana).

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## Reason for Procedure

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The Texas A&M University System Regulation 31.08.01, *Granting of Emeritus Status* allows the granting of the Emeritus/Emerita title but does not provide for the guidelines under which the title is granted. Each member institution is required to determine its own criteria by which the title Emeritus or Emerita may be granted.

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## Procedures and Responsibilities

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### 1. TITLES

See [System Regulation 31.08.01, Granting of Emeritus Status](#).

### 2. ELIGIBILITY

Upon retirement, a tenured faculty or non-faculty employee with the position designation as stated in System Regulation 31.08.01, *Granting of Emeritus Status*, with a record of distinguished service is eligible for nomination to Emeritus/Emerita status. A minimum of ten years of employment with Texas A&M University-Texarkana (A&M-Texarkana) is required to be considered for this status. However, nominations shall not be based solely upon longevity or a single accomplishment, but upon a career pattern of significant contributions to the University throughout the length of service.

### 3. PROCEDURES

Faculty candidates shall be nominated in a college faculty meeting and approved by a simple majority vote of the tenured faculty of the college in which the candidate is a member. Non-faculty candidates shall be nominated from within the appropriate department/division of employment. Nominations for administrators with the title of Director, Dean, or higher will be the responsibility of the Administrative Council.

When an individual is nominated for Emeritus/Emerita status, his/her supervisor will appoint a committee to review the nominee's portfolio and submit a recommendation to the nominee's supervisor. For a faculty nominee, the committee shall include three tenured faculty from the associated college. For a non-faculty nominee, a committee of three employees from within the associated department/division shall be appointed to serve. The decision for recommending Emeritus/Emerita status shall be based on consideration of career involvement in the institutional context for both non-faculty and faculty nominees and in areas such as, but not limited to teaching, research, and publications for faculty nominees as documented in the submission of a portfolio.

Each nominee for the title of Emeritus/Emerita shall be asked to submit a portfolio containing the following:

- A letter of recommendation from his/her immediate supervisor,
- A comprehensive curriculum vita for faculty nominees and a comprehensive narrative of contributions/accomplishments for non-faculty nominees, and
- A minimum of three letters of support, at least one of which must be from a professional colleague outside of the institution that demonstrates a career pattern of distinguished service.

Upon receipt of the portfolio, the committee will review the submission, and the committee chair will forward a recommendation (based on a simple majority vote) and the nominee's portfolio to the nominee's supervisor.

The nominee's supervisor will affirm or deny the committee's nomination and forward a written recommendation to the appropriate Vice President. The nominee's immediate supervisor will provide written notification to the nominee of the committee's and his/her decision to affirm or deny the nomination.

The appropriate Vice President will review the nomination and make a recommendation to the President. The Vice President will notify the nominee of his/her recommendation to the President.

The President shall submit nominations for Emeritus/Emerita status to the Chancellor for approval by the Board of Regents.

### 4. PRIVILEGES AND RESPONSIBILITIES

Emeritus/Emerita personnel are encouraged to continue their participation in the many, varied activities associated with campus life and to avail themselves of university facilities as determined by the Administrative Council.

If applicable and with the college Dean's approval, a person granted Emeritus/Emerita status may be invited to participate in faculty activities and to accept appointment on committees, in an advisory capacity.

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 as determined by the administration. The Administrative Council is responsible for allocating academic space and shall be the final authority. The basic needs of the university 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/Emerita Titles\*](#)

[System Regulation 31.08.01, \*Granting of Emeritus Status\*](#)

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## **Contact Office**

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