

31.08.01.H1

Granting of Emeritus Status to Faculty



Approved:	January 8, 2018
Reviewed:	March 12, 2019
Revised:	March 27, 2023
Revised:	August 1, 2024
Next Scheduled Review:	August 1, 2029

Rule Summary

The emeritus title is conferred by the Board of Regents of The Texas A&M University System (System) to recognize the meritorious service of individuals who have made significant contributions to Texas A&M University-Texarkana (A&M-Texarkana) through long and distinguished service in administration, teaching, research, and/or service.

This rule seeks to promote the consistent consideration and application of emeritus status. This rule supplements [System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#) and outlines the criteria, titles, selection, privileges, and responsibilities of those granted the emeritus title.

Procedures and Responsibilities

1. CRITERIA

- 1.1. Emeritus status will be conferred upon individuals who have made significant contributions to the university through long and distinguished service. Such contributions should include, but are not limited to, actions that (a) bring credit to A&M-Texarkana within the academic and/or broader community; (b) serve A&M-Texarkana in times of need, change or development; or (c) serve a particular department or constituency of A&M-Texarkana not ordinarily associated with the duties of appointment.
- 1.2. The titles listed in [System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#) can be nominated for emeritus status.
- 1.3. To be considered for emeritus status, an individual must normally hold a tenured faculty appointment and have been full-time employed at A&M-Texarkana for more than 10 years. However, in appropriate situations, non-tenured faculty, administrators, and those who have served less than 10 years may be considered.
- 1.4. The emeritus designation is added to rank or position of an individual upon retirement. Individuals who have been granted emeritus status, however, may be reappointed for

part-time service after official retirement in accordance with System policies and regulations. The payroll title for such appointments will be appropriate to the service performed and will not include the term "Emeritus".

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 will be initiated by faculty within the college and submitted to the college dean.
- 2.1.2. The college dean will convene the college tenure and promotion committee to begin the process. The chair of the college tenure and promotion committee or their designee will prepare a dossier for the candidate that contains the following:
 - 2.1.2.1. a recommendation cover sheet (attached to this rule);
 - 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 will call a meeting of all tenured faculty within the college to discuss the dossier and recommendation. All tenured faculty in the college will be provided access to the dossier for 10 working days before conducting the discussion meeting. The chair will call for a vote (voice, hand, or ballot) of all attending faculty to support the emeritus recommendation. A majority vote of attending tenured faculty will constitute support of the nomination.
- 2.1.4. Results of the vote will be recorded in a memorandum from the committee chair to the college dean. The memo and complete dossier will 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 will review the dossier and recommendations and add their recommendation and letter of support or non-support.
- 2.1.6. The entire dossier and associated letters from the committee chair and college dean will be forwarded to the Provost and Vice President for Academic Affairs (Provost/VPAA), who will review it and forward a recommendation to the President.

2.1.7. The president will review the candidate's dossier and recommendations/ comments from the tenure and promotion committee, the college dean, and the Provost/VPAA. The president will 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

2.2.1. A tenured faculty member 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 will be sent to the president who will appoint an ad-hoc committee of five to seven tenured faculty to consider the nomination. In a case where the nominee is the president of the university, the nomination will be sent to the Provost and President of Faculty Senate for the appointment of the committee. The committee will follow the above procedures to the extent they are applicable and reasonable.

3. OFFICE USE AND PRIVILEGES

3.1. Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life.

3.2. With appropriate approval, emeritus personnel may be invited to participate in graduate faculty activities and to accept appointments on graduate committees.

3.3. Holders of the title "Emeritus" may be eligible for service on university committees upon appointment by the President.

3.4. The privilege of receiving an allocation of office space and use of laboratory facilities is dependent on 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 a different space from that previously occupied by the emeritus individual.

3.5. A request for such space is to be made in writing by the faculty member to the college dean who will 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.

3.6. 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 their recommendation for or against the request to the Provost/VPAA.

3.7. The Provost/VPAA is responsible for allocating academic space and will be the final authority. The basic needs of the university will be the basis for all such allocations.

Related Statutes, Policies, or Requirements

[System Policy 31.08, Emeritus](#)

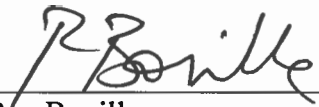
[System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#)

Contact Office

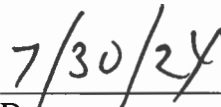
Provost and Vice President for Academic Affairs
(903) 223-3003

System Approvals

Approved for Legal Sufficiency:

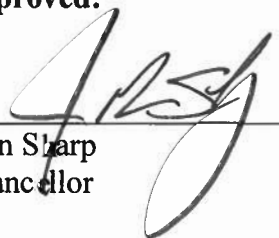


Ray Bonilla
General Counsel

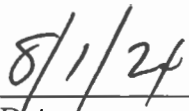


Date

Approved:



John Sharp
Chancellor



Date

**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