

31.08.01.R2 Emeritus Designation

Revised July 7, 2026

Next Scheduled Review: July 7, 2031



Rule Statement

The “Emeritus” titles are conferred upon individuals who have made significant contributions to East Texas A&M University (University) through long and distinguished service in administration, teaching, research, and/or service.

This rule outlines the criteria, titles, selection, privileges, and responsibilities of those granted the “Emeritus” title. This rule supplements System Regulation 31.08.01.

Procedures and Responsibilities

1 CRITERIA

- 1.1 To be considered for emeritus status, a person must normally hold a tenured faculty appointment and have served the University for 10 years or more. In appropriate situations, however, non-tenured faculty, administrators, and those who have served less than 10 years may be considered.
- 1.2 Persons 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 TITLES

- 2.1 In addition to those titles recognized in System Regulation 31.08.01, *Granting of Emeritus Status to Faculty and Staff*, the following titles are designated for the University:
 - 2.1.1 Associate Vice President Emeritus
 - 2.1.2 Associate Dean Emeritus
 - 2.1.3 Assistant Vice President Emeritus
 - 2.1.4 Assistant Dean Emeritus
 - 2.1.5 Senior Clinical Faculty Emeritus
 - 2.1.6 Senior Professional Faculty Emeritus

2.1.7 Senior Research Faculty Emeritus

2.1.8 Librarian Emeritus

2.1.9 Instructor Emeritus

3 FACULTY SELECTION PROCEDURE

- 3.1 Under normal circumstances, recommendations for all emeritus titles will be made annually, along with the recommendations for rank and tenure.
- 3.2 Nominations for emeritus status may be made to the appropriate administrator. The nomination should be accompanied by a supporting justification.
- 3.3 Emeritus status is conferred upon individuals who have made significant contributions to the university through long and distinguished service. When an individual is to be considered for emeritus status, the department or unit head convenes the departmental tenure and promotion committee or the college committee, where departmental committees do not exist, to initiate procedures. The decision to grant emeritus status must be based on a comprehensive consideration of career involvement within the institutional context.
- 3.4 Each candidate's Department Head, or appointed designee, will work with the appropriate tenure and promotion committee to prepare a dossier that contains the following:
 - 3.4.1 A recommendation coversheet is located at the bottom of this procedure and is available from the Office of the Vice President for Academic Affairs.
 - 3.4.2 A comprehensive vitae;
 - 3.4.3 A narrative statement of no more than two pages regarding the candidate's teaching, research, and service prepared by the tenure and promotion committee, i.e., courses taught, graduate committees chaired, major grants and projects obtained; and
 - 3.4.4 The candidate's career history at the University, indicating involvement with the University as well as personal accomplishments beyond those delineated in the vitae.
- 3.5 A departmental meeting will be scheduled to which all available tenured faculty members are invited for discussion of the dossier and recommendation. The tenured faculty in the department should be provided access to the dossier for ten working days before conducting the discussion meeting, and all tenured faculty are polled and may vote yes, no, or abstain. In many departments, paper ballots have worked well for this step. The dossier at this time would include items 3.4.1-3.4.4 above.
- 3.6 The recommendation of the tenured faculty in the department (including any information gained from the discussion meeting) must be forwarded to the Department Head for endorsement or non-endorsement and comments. The Department Head's recommendation, along with the complete dossier, must be forwarded to the dean.

- 3.7 The Academic Dean must add a recommendation and letter of support or non-support.
- 3.8 The entire dossier must be forwarded to the Provost and Vice President for Academic Affairs, who, with advice from the Deans' Council, will review and make a recommendation to the President.
- 3.9 The President will then make a recommendation, which will be sent to the Chancellor, who will make a recommendation to The Texas A&M University System Board of Regents for confirmation.
- 3.10 The consideration of an administrator for emeritus status must be initiated by the appointment of an ad-hoc committee by the President or Chancellor. The committee must follow the above procedures to the extent they are applicable and reasonable in the situation.

4 STAFF SELECTION PROCEDURE

- 4.1 Recommendations for staff emeritus status may be submitted at any time during the calendar year by the department head or immediate supervisor.
- 4.2 To be considered for staff emeritus status, the following documentation is required:
 - 4.2.1 A narrative statement of no more than two pages detailing the nominee's career history at the University, 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.
 - 4.2.2 A statement from Human Resources confirming that the employee has retired or will be retiring in good standing and the date or expected date of retirement, and including their years of service.
 - 4.2.3 A letter of recommendation from the appropriate immediate supervisor before the employee's retirement. If the supervisor is unavailable, a letter of recommendation from someone with direct knowledge of the nominee's work quality during their employment at the University will suffice.
- 4.3 Completed recommendations should be submitted to Human Resources for review of eligibility and documentation submission requirements. Recommendations approved by Human Resources will be sent to the president for consideration.
- 4.4 The President will submit their recommendations to the Board of Regents for approval.
- 4.5 Following action by the Board of Regents, Human Resources will send a letter to the nominee relaying the Board of Regents' decision regarding emeritus status and provide copies to the nominee's appropriate immediate supervisor.

5 PRIVILEGES AND RESPONSIBILITIES

- 5.1 Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life and to avail themselves of university facilities, consistent with established policies.
- 5.2 With appropriate approval, emeritus personnel may be invited to participate in graduate faculty activities and to accept appointment on graduate committees.
- 5.3 Holders of the title “Emeritus” may be eligible for service on university committees upon appointment by the President of the University.
- 5.4 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 a different space from that previously occupied by the emeritus person.
 - 5.4.1 A request for such space is to be made in writing by the emeritus personnel to the Department Head, who must forward a recommendation through normal administrative channels. The request will describe the allocation needed and indicate how its use will contribute to the department's instructional or research programs.
 - 5.4.2 The Department Head may support or fail to support the request from the emeritus personnel for office space. If supportive of the request, the Department Head will write to the appropriate Academic Dean, describing the request and requesting the allocation. The Academic Dean will forward their recommendation for or against the request to the Provost and Vice President for Academic Affairs.
 - 5.4.3 The Provost and Vice President for Academic Affairs is responsible for allocating academic space and must be the final authority. The basic need of the University for the specific abilities and talents of the retired individual should be the basis for all such allocations.
- 5.5 The Department Head will annually review the use of university services and facilities, including information resources, and may renew the use of the services and facilities if the continued use benefits the University. Such renewal will be documented in writing and must include how the use benefits the University.

Related Statutes, Policies, or Requirements

System Policy [31.08, Emeritus](#)

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

Appendix

Recommendation for Emeritus Status Cover Sheet

Revision History

Approved September 1, 1996
Revised Spring 1997
Revised August 30, 2016
Revised March 29, 2017
Reviewed June 7, 2018
Revised October 29, 2021
Reviewed/ June 8, 2023
Revised November 7, 2024 (University Name Update)

Contact Office

Office of the President
903-886-5014

EAST TEXAS A&M UNIVERSITY
RECOMMENDATION FOR EMERITUS STATUS

Name of Candidate: _____

Title to be Conferred: _____

Years of Service: _____

Effective Date: _____

In recognition of long and distinguished service to East Texas A&M University, 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.”

Representative of Departmental Tenured Faculty

Date

Department Head

Date

Academic Dean

Date

Provost and Vice President for Academic Affairs

Date

President

Date