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## Rule Statement

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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.

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## Procedures and Responsibilities

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### 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 at least ten years. In appropriate situations, however, non-tenured faculty, administrators, and those who have served less than ten 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 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 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 with supporting justification.

3.3 Emeritus status are conferred upon individuals who 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 begin procedures. The decision for granting emeritus status must be based on comprehensive consideration of career involvement in the institutional context.

3.4 Each candidate's Department Head/Associate Director, 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 located at the bottom of this procedure 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 a paper ballot has 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/Associate Director for endorsement or non-endorsement and comments. The Department Head/Associate Director's recommendation along with the complete dossier must be forwarded to the dean.
- 3.7 The Academic Dean/Director of School 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 PRIVILEGES AND RESPONSIBILITIES

- 4.1 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.
- 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 of the University.
- 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 a different space from that previously occupied by the emeritus person.
  - 4.4.1 A request for such space is to be made in writing by the emeritus personnel to the Department Head/Associate Director 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 instructional or research programs of the department involved.

- 4.4.2 The Department Head/Associate Director may support or fail to support the request from the emeritus personnel for office space. If supportive of the request, the Department Head/Associate Director will write to the appropriate Academic Dean/Director of School describing and requesting the allocation. The Academic Dean/Director of School will forward his or her recommendation for or against the request to the Provost and Vice President for Academic Affairs.
- 4.4.3 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 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](#)

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

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## **Appendix**

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*Recommendation for Emeritus Status Cover Sheet*

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## **Revision History**

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

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## **Contact Office**

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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.”**

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Representative of Departmental Tenured Faculty

Date

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Department Head/Associate Director

Date

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Academic Dean/Director of School

Date

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Provost and Vice President for Academic Affairs

Date

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President

Date