

31.08.01.D2 Staff Emeritus Status

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Rule Summary

Staff Emeritus is a title conferred by the Board of Regents of The Texas A&M University System for the purpose of recognizing the meritorious service of a staff member upon or after retirement. This rule specifies the titles, eligibility, selection, procedures, privileges, and responsibilities of emeritus designation.

Texas A&M University-Central Texas (A&M-Central Texas) recognizes that many staff employees perform exemplary service over the course of their careers at the university. It is important to honor staff for their dedication and service and to maintain a continued relationship following retirement from the university. Administrative staff are eligible to be considered for emeritus status designation in those cases where the individual's service and contributions to the university have been particularly meritorious and significant. Individuals who have served A&M-Central Texas for at least ten (10) years at the time of retirement and at least five (5) years in the administrative position for which the individual is being nominated for emeritus status may be considered. Staff with less than 10 years of eligible service may also be considered with approval of the president.

Rule

1. TITLES

- 1.1 Staff members with the administrative title of Registrar, Controller, Director, Executive Director, Chairperson, Associate Dean, Dean, Assistant Vice President, Associate Vice President, Assistant Provost, Associate Provost, Vice President, Provost, and President can be nominated for emeritus status.

2. ELIGIBILITY

- 2.1 The decision for granting emeritus status must be based on comprehensive consideration of career involvement within the institutional context. This is to ensure that the contributions of staff are evaluated considering the conditions existing at A&M-Central Texas during their whole career. Emeritus status is not ordinarily awarded for a single accomplishment but for a pattern of distinguished service to A&M-Central Texas.

- 2.2 Contributions are defined as significant efforts in serving the mission of the university that go beyond the normal duties and responsibilities of an appointment. Such

contributions should include, but are not limited to, actions that (a) bring credit to the university within the academic and/or broader community; (b) serve the university in times of need, change or development; or (c) serve a particular department or constituency of the university not ordinarily associated with the duties of appointment. Also, the individual must have conducted themselves in a manner consistent with the code of ethical conduct found in System Policy *07.01. Ethics*, throughout the individual's employment.

- 2.3 The emeritus designation will be added to the current position designation of the individual after official retirement. Individuals who have been granted emeritus status may be reappointed for part-time service after official retirement in accordance with system policies and regulations; however, the payroll title for such appointments will be appropriate to the service performed and will not include the emeritus designation.

3. PROCEDURE

- 3.1 Nominations, self-nominations or applications for staff emeritus status are made in writing to the individual's immediate supervisor. The nomination must include an updated vitae or resume and a one-page narrative detailing the candidate's career history at A&M-Central Texas. The narrative should specifically include involvement with the university and its subdivisions, professional accomplishments, committee membership, and leadership roles.
- 3.2 To be considered, the individual's immediate supervisor must write a letter of recommendation and confirm that the person has retired or will be retiring in good standing.
- 3.3 The immediate supervisor will submit the nomination packet with the letter of recommendation to the appropriate vice president for review and approval.
- 3.4 The vice president will review the nomination packet and make a recommendation to the president regarding emeritus status. Recommendations from the president are sent to the chancellor, who will make recommendations to the Board of Regents for their confirmation.

4. PRIVILEGES AND RESPONSIBILITIES

- 4.1 The granting of emeritus status is an honorary designation which entails no assigned duties, responsibilities, office space, or use of administrative support staff. Emeritus staff are encouraged to continue their participation in the many varied activities associated with university life. Service to the university can come in many forms including participation in university events and serving on committees or projects in an advisory capacity.
- 4.2 Emeritus Staff comes with the following rights and privileges:
 - 4.2.1 Recognition as an emeritus staff member of A&M-Central Texas for the purposes of full library privileges and e-mail.

- 4.2.2 Listing of name and emeritus title with designated email address in the personnel directory.
 - 4.2.3 An annual staff parking tag for one vehicle at no cost to the individual.
 - 4.2.4 An identification card that indicates the individual's emeritus title.
- 4.3 Receiving office space is dependent upon appropriate space being available and the extent to which the activity of the retired emeritus staff contributes directly to the mission of the university. The respective vice president is responsible for determining if suitable space is available. It is understood that this may be a different space from that previously occupied by the individual. If suitable space is deemed available, the vice president will request the allocation of space through the Space Allocation Committee as per University Procedure *41.01.01.D0.01 Space and Land Use Management*. The basic need of the university for the abilities and talents of the retired individual will be the basis for all such allocations.

Related Statutes, Policies, or Requirements

System Policy [07.01 Ethics](#)

System Policy [31.08 Emeritus](#)

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

University Procedure 41.01.01.D0.01 [Space and Land Use Management](#)

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