31.08.01.C1 Faculty and Staff Emeritus

Revised: August 10, 2026
Next Scheduled Review: August 10, 2031
Revision History

Rule Summary

Texas A&M University-Corpus Christi (TAMU-CC) recognizes that many faculty and staff perform exemplary service to the university over the course of their careers. The designation of emeritus status is a way to honor these individuals and their contributions. This rule specifies the titles, eligibility, selection process, privileges, and responsibilities associated with emeritus status for both faculty and staff at TAMU-CC.

Rule

1. GENERAL

    1.1. The decision to grant emeritus status must be based on comprehensive consideration of career involvement in the institutional context. This is to ensure that the contributions of employees are evaluated by considering the conditions existing at TAMU-CC during their whole career. Emeritus status is not ordinarily awarded for a single accomplishment but for a career pattern of distinguished service.

    1.2. A faculty or staff member may request in writing not to be considered for emeritus status.

    1.3. 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 being performed and will not include the term “Emeritus”.

2. TITLES ELIGIBLE FOR NOMINATION

    2.1. The university offers the following emeritus titles: Professor Emeritus, Librarian Emeritus, Director Emeritus, Executive Director Emeritus, Dean Emeritus, Assistant Vice President Emeritus, Associate Vice President Emeritus, Vice President Emeritus, Provost Emeritus, and President Emeritus.

2.2. The designation of "Emeritus" will be added to the then current rank or position of an individual after official retirement from the position.

3. ELIGIBILITY

3.1. Individuals must have served the university for a minimum of 10 years and must no longer be employed in the same position to be eligible for nomination. The President may make exceptions to the length of service requirement.

3.2. Faculty Eligibility

3.2.1. Every faculty member who, at the time of retirement, holds a tenured or fixed-term appointment at TAMU-CC and meets the requirements in section 3.1 of this rule is eligible to be considered for emeritus status.

3.2.2. Significant contributions for faculty members are defined as contributions in the areas of teaching, librarianship, research, scholarship and creative activity (RSCA), and/or service that goes beyond the normal duties and responsibilities of their appointment. Such contributions should include, but are not limited to, actions that:

(a) brought recognition to the university within the academic, professional, and/or broader community;

(b) served the university in time(s) of need, change, or development; and/or

(c) served a particular department or constituency of the university not ordinarily associated with the duties of their appointment.

3.3. Staff Eligibility

Significant contributions for staff members are defined as contributions in their areas of responsibility that go beyond the normal duties and responsibilities of their position.

4. FACULTY REVIEW PROCESS

4.1. Recommendations for faculty emeritus status may be submitted at any time during the Fall or Spring semesters to allow for the review process outlined below.

4.2. To be considered for faculty emeritus status, the following documentation is required:

(a) A minimum of one letter of support from a former colleague or

department chair/supervisor detailing the nominee's significant contributions in the areas of teaching, librarianship, RSCA, and/or service that go beyond the normal duties and responsibilities of their appointment.

(b) A statement from Human Resources confirming that the faculty member retired in good standing and their years of service.

(c) A current CV or, if unavailable, a CV at the time of retirement.

4.3. The academic unit (e.g., college, school, library) must use a committee to review the submitted documentation for each nomination for faculty emeritus status and evaluate the nominee's contributions. The committee must have an odd number of at least three members. The committee will not include the academic unit Dean/Director. Academic units may use an existing committee (e.g., Academic Unit Promotion and Tenure Committee) to review faculty emeritus nominations.

4.4. During its review, the committee must only consider the nominee's contributions to the university as outlined in section 3.2.2.

4.5. After review, the committee will vote and submit a recommendation for or against granting emeritus status to the academic unit Dean/Director. Only votes to grant or deny emeritus status are permitted; no abstentions are allowed. A simple majority rule regarding the recommendation will prevail.

4.6. The academic unit Dean/Director will also review the nominee's documentation and write their own recommendation for or against granting emeritus status. In their review, the academic unit Dean/Director may only consider the nominee's contributions to the university as outlined in section 3.2.2.

4.7. The academic unit Dean/Director will submit their recommendation for or against granting emeritus status along with the recommendation from the committee to the Office of the Provost.

4.8. After reviewing all recommendations, the Provost/Vice President for Academic Affairs (Provost) will write an individual recommendation to grant or deny emeritus status for each nominee based on the nominee's contributions to the university as outlined in section 3.2.2. The Provost may consult with the committee, academic unit Dean/Director, and/or nominee regarding the recommendations.

4.8.1. The Faculty Affairs Committee of the Faculty Advisory Council will review all applications where the academic unit Dean/Director and/or

committee and the Provost are not in agreement on a nominee's recommendation, or at the Provost's request.

4.8.2. The Faculty Affairs Committee of the Faculty Advisory Council will provide their recommendation to the Provost for consideration prior to the Provost's final recommendation to the President.

4.9. The Provost will meet with the President to discuss all faculty emeritus nominations. After that meeting, the President will approve a final list of faculty members being recommended for emeritus status. The President may consult with the committee, academic unit Dean/Director, Provost, and/or nominee regarding the recommendations.

4.10. The Provost will inform the nominee of the President's recommendation regarding emeritus status and provide a copy of each recommendation in the process.

4.11. The President will submit their recommendations to the Board of Regents for approval.

4.12. Following action by the Board of Regents, the Provost will send a letter to the nominee relaying the Board of Regents' decision regarding emeritus status and provide copies to the academic unit dean/director.

4.13. In the case that an application for emeritus status is denied, the faculty member may be recommended up to two additional times. The original letter(s) of support and CV should be included with the new recommendation. Updated versions of the original documents and/or new versions of these documents may also be submitted.

5. STAFF REVIEW PROCESS

5.1. Recommendations for staff emeritus status may be submitted at any time during the calendar year by the department head or immediate supervisor.

5.2. To be considered for staff emeritus status, the following documentation is required:

(a) A narrative statement of no more than two pages detailing the nominee's career history at TAMU-CC 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.

(b) A statement from Human Resources confirming that the employee has

retired or will be retiring in good standing, the date or expected date of retirement, and their years of service.

(c) 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 quality of work during their employment at TAMU-CC will suffice.

5.3. 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.

5.4. The President will submit their recommendations to the Board of Regents for approval.

5.5. 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.

6. PRIVILEGES AND RESPONSIBILITIES

6.1. Emeritus personnel are encouraged to continue to participate in university activities and use university facilities as appropriate.

6.2. At the discretion of the appropriate Vice President, an individual granted emeritus status may be, in addition to the benefits and privileges of all retired staff members:

(a) invited to university or division functions in their area(s) of interest;

(b) invited to attend division meetings and events, at the discretion of the division;

(c) eligible to use university services and facilities; and

(d) invited to participate in activities and to accept appointments on university committees.

6.3. An emeritus individual will be eligible for office space at the discretion of the appropriate Vice President with approval from President's Cabinet when the division or department/unit has a need for the specific abilities or talents of the emeritus individual. The privilege of receiving an allocation of office space depends upon appropriate space being available. The academic unit

Dean/Director or Department Head/Supervisor is responsible for determining if suitable space is available. The space may be different from that which was previously occupied by the emeritus individual. The basic need of the university for the specific abilities and talents of the emeritus individual will be the basis for all such allocations. An emeritus individual's use of university resources and space will be reviewed annually by the academic unit Dean/Director or Department Head/Supervisor to determine if the use still benefits the university.

Related Statutes, Policies, or Requirements

System Policy *31.08, Emeritus*
System Regulation *31.08.01, Granting of Emeritus Status to Faculty and Staff*

This rule supersedes:

- *31.08.01.C0.01, Faculty Emeritus Status*
- *31.08.01.C0.02, Administrator Emeritus Status*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722 Vice President for Institutional Excellence 361.825.3168