

## 31.08.01.C1 Faculty and Staff Emeritus

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### Rule Summary

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Texas A&M University-Corpus Christi 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, and privileges and responsibilities associated with emeritus status for both faculty and staff at Texas A&M University-Corpus Christi.

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### Rule

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#### 1. GENERAL

- 1.1. The decision for granting emeritus status must be based on comprehensive consideration of career involvement in the institutional context. This is to ensure that contributions of employees are evaluated in light of the conditions existing at Texas A&M University-Corpus Christi during their whole career. Emeritus status is not ordinarily awarded for a single accomplishment, but for a career pattern of distinguished service.
- 1.2. Persons 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 term “Emeritus”.

#### 2. TITLES ELIGIBLE FOR NOMINATION

- 2.1. The university offers the following emeritus titles: Professor Emeritus, Director Emeritus, Executive Director Emeritus, Dean Emeritus, Assistant Vice President Emeritus, Associate Vice President Emeritus, Vice President Emeritus, and President Emeritus.
- 2.2. The designation of “Emeritus” shall be added to the then current designation of rank or position of a person after official retirement from the position.

#### 3. ELIGIBILITY

3.1. Individuals must have served the university for a minimum of ten (10) years.

3.1.1. The President may make exceptions to this length of service.

3.2. Faculty Eligibility

3.2.1. Every faculty member who, at the time of separation, holds a tenured appointment at Texas A&M University-Corpus Christi and has served the university at least ten (10) years is eligible for consideration for emeritus status. Full-time fixed-term faculty may also be considered.

3.2.2. A faculty member may request in writing that he/she not be considered for emeritus status.

3.2.3. Significant contributions for faculty members are defined as contributions in teaching, research, or service 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.

3.3. Staff must have had at least five (5) years in the position receiving the “Emeritus” designation at the time of retirement.

#### 4. SELECTION PROCESS

4.1. Faculty Process

4.1.1. The college shall provide the Office of the Provost with all necessary documentation for a candidate that receives a recommendation for faculty emeritus status after the completion of the college’s respective faculty emeritus review process. Details on the necessary documentation and review process are outlined in the college’s faculty handbook.

4.1.2. The Faculty Affairs Committee of the Faculty Senate shall review all applications where the college and Provost are not in agreement on a candidate’s recommendation, or at the Provost’s request, and provide their recommendation to the Provost prior to the Provost’s final recommendation to the President.

4.1.3. The Provost shall consider the recommendation of the college and, if

appropriate, the Faculty Affairs Committee of the Faculty Senate in making recommendations to the President. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

#### 4.2. Staff Process

4.2.1. Recommendation applications for staff emeritus status may be submitted at any time during the calendar year by the department or immediate supervisor.

4.2.2. Recommendation applications for staff emeritus status are to include the following:

4.2.2.1. A narrative statement of no more than two (2) pages detailing the candidates' career history at Texas A&M University-Corpus Christi 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.

4.2.2.2. A statement from the immediate supervisor for that position confirming that the person has retired or will be retiring in good standing and the date or expected date of retirement.

4.2.2.3. A letter of recommendation from the appropriate immediate supervisor in the employee's role before retirement.

4.2.3. Completed recommendation applications should be submitted through the chain of authority to the Vice President for Finance and Administration for review and further handling.

### 5. PRIVILEGES AND RESPONSIBILITIES

5.1. Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life and, consistent with established policies, to avail themselves of university facilities.

5.2. An individual eligible for emeritus status may, in addition to the benefits and privileges of all retired staff members, be:

5.2.1. invited to university or division functions in the area of his or her interest;

5.2.2. invited to attend division meetings and events, at the discretion of the division;

- 5.2.3. eligible to use university services and facilities, including the university library, email, and parking privileges, in accordance with university rules and procedures; and
- 5.2.4. invited to participate in activities and to accept appointment on university committees.
- 5.3. The individual may also be eligible for office space at the discretion of the appropriate vice president when the division or department has a specific need for the specific abilities or talents of the retired individual. The privilege of receiving an allocation of office space is dependent upon appropriate space being available. The dean or department head is responsible for determining if suitable space is available. It is understood that this may be different space from that previously occupied by the emeritus individual. The basic need of the university for the specific abilities and talents of the retired individual shall 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 to Faculty and Staff](#)

This rule supersedes:

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

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## **Contact Office**

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