

## 31.08.01.C1

# Faculty and Staff Emeritus

Revised: October 09, 2023

Next Scheduled Review: October 09, 2028

[Revision History](#)



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## Rule Summary

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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.

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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 the contributions of employees are evaluated in light of 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. 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, 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” 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 and 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 separation, holds a tenured or fixed-term appointment at TAMU-CC and meets the requirements in section 3.1 of this rule is eligible for consideration for emeritus status.

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

3.2.3. Significant contributions for faculty members are defined as contributions in the areas of teaching, librarianship, scholarship and creative activity, and/or service that go beyond the normal duties and responsibilities of their 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 their appointment.

#### 3.3. Staff Eligibility

3.3.1. Staff must have had at least ten (10) years in the position receiving the “Emeritus” designation at the time of retirement.

3.3.2. A staff member may request in writing that they not be considered for emeritus status.

3.3.3. 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. SELECTION PROCESS

#### 4.1. Faculty Process

- 4.1.1. The academic unit (e.g., college, school, library) 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 academic unit's respective faculty emeritus review process. Details on the necessary documentation and academic unit review process are outlined in the academic unit's faculty handbook.
- 4.1.2. The Faculty Affairs Committee of the Faculty Senate shall review all applications where the academic unit and Provost and Vice President for Academic Affairs (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(s) of the academic unit and, if appropriate, the Faculty Affairs Committee of the Faculty Senate in making recommendations to the President.
- 4.1.4. 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. Recommendations for staff emeritus status may be submitted at any time during the calendar year by the department head or immediate supervisor.
- 4.2.2. Recommendations for staff emeritus status are to include the following:
  - (a) A narrative statement of no more than two (2) pages detailing the candidates' 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 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.

(c) A letter of recommendation from the appropriate immediate supervisor before the employee's retirement.

4.2.3. 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.

4.2.4. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

## 5. PRIVILEGES AND RESPONSIBILITIES

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

5.2. At the discretion of the division vice president, an individual granted emeritus status may be, in addition to the benefits and privileges of all retired staff members:

5.2.1. invited to university or division functions in their area of 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; and

5.2.4. invited to participate in activities and to accept appointment on university committees.

5.3. 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 has a specific need for the specific abilities or talents of the emeritus individual. The privilege of receiving an allocation of office space is dependent 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 shall be the basis for all such allocations.

## 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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