

## **31.08.01.01 GRANTING OF EMERITUS STATUS TO FACULTY AND STAFF**

Approved: May 13, 2019

Next Scheduled Review: May 13, 2024

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### **RULE STATEMENT**

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In accordance with Texas A&M University System (System) Policy 31.08 *Emeritus* and System Regulation 31.08.01 *Granting of Emeritus Status to Faculty and Staff*, Texas A&M University-San Antonio (A&M-San Antonio or University) has established this rule to oversee the University's process for granting emeritus status to faculty and staff.

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### **REASON FOR RULE**

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This rule specifies the titles, eligibility, selection procedures, privileges and responsibilities with the emeritus designation for faculty and staff at A&M-San Antonio. This rule is required by System Regulation 31.08.01 *Granting of Emeritus Status to Faculty and Staff*.

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### **OFFICIAL RULE AND RESPONSIBILITIES**

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#### **I. GENERAL**

- I.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 A&M-San Antonio during their whole career. Emeritus status is not ordinarily awarded for a single accomplishment, but for a career pattern of distinguished service.
- I.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 emeritus designation.

## 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 emeritus designation shall be added to the individual's previous designation of rank or position after official retirement from the position.

## 3. ELIGIBILITY

### 3.1. Length of Service

- 3.1.1. Individuals must have served the University for a minimum of ten (10) years to be eligible for emeritus status.
- 3.1.2. 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 A&M-San Antonio and has served the University at least ten (10) years is eligible for consideration for emeritus status.
- 3.2.2. 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:
  - 3.2.2.1. Bring credit to the University within the academic and/or broader community;
  - 3.2.2.2. Serve the University in times of need, change, or development; or
  - 3.2.2.3. Serve a particular department or constituency of the University not ordinarily associated with the duties of appointment.

### 3.3. Staff Eligibility

- 3.3.1. A staff member who has served a minimum of 10 years with the University is eligible for consideration of emeritus status.

#### 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. Those who have been awarded emeritus status may be eligible for service on University committees upon appointment by the President.
- 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 retiree with emeritus status.
  - 4.4.1. A request for such space is to be made in writing by the emeritus personnel to the department chair or immediate supervisor. The request will describe the allocation needed and indicate how its use will contribute to the instructional or research programs of the unit involved.
  - 4.4.2. The department chair or unit head may support or decline to support the request from the emeritus personnel for office space. If supportive of the request, the department chair or unit head will write to the appropriate dean describing and requesting the allocation. The dean will forward a 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 shall be the final authority. The basic need of the University for the specific abilities and talents of the retired individual shall be the basis for all such allocations.

#### 5. PROCESS FOR REVIEW

## 5.1. Faculty Process

5.1.1. The college shall provide the Office of the Provost with all necessary documentation for a candidate who receives a recommendation for faculty emeritus status after the completion of the college's respective faculty emeritus review process. Recommendations at each step of the process consist of either "recommend" or "not recommend" emeritus status.

### 5.1.2. Process

5.1.2.1. The applicant submits a letter of intent to be considered for emeritus status to the dean of the college in which the faculty held tenure.

5.1.2.2. The dean forwards the recommendation to the department chair.

5.1.2.3. Department chair forwards the recommendation to all current tenured and tenure-track faculty in the department in which the applicant was tenured.

5.1.2.4. Faculty members have 30 days to consider the application and submit their vote to the Department Chair.

5.1.2.5. Applicant must obtain a majority vote from faculty to be considered faculty-recommended for emeritus status. The application will proceed to the department chair irrespective of the outcome of the faculty vote.

5.1.2.6. Department chair writes a separate recommendation for emeritus status and submits it to the Dean of the College.

5.1.2.7. The Dean makes a recommendation for emeritus status and submits it to the Provost.

5.1.2.8. The Provost makes a recommendation for emeritus status and sends it to the President.

5.1.2.9. The President makes a recommendation for emeritus status and sends it to the Chancellor, who will make a recommendation for emeritus status to the Board of Regents for their confirmation.

## 5.2. Staff Process

- 5.2.1. The applicant submits a narrative statement to the Vice President (VP) of the unit in which the staff member was last employed.
- 5.2.2. The narrative statement should consist of no more than two (2) pages detailing the candidates' career history at A&M-San Antonio 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.
- 5.2.3. The immediate supervisor for that individual, if still employed with the system, submits a letter of recommendation to the VP of the unit in which the applicant was previously employed.
- 5.2.4. VP makes recommendation to the President to grant or deny application.
- 5.2.5. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

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## **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 31.07 \*Retirement\*](#)

[System Policy 31.08 \*Emeritus\*](#)

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

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## **CONTACT OFFICE**

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