



Rule

31.08.01.L1 Granting of Emeritus Status

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Rule Statement and Reason for Rule

The title “Emeritus” is conferred by the Board of Regents of The Texas A&M University System (A&M System) upon individuals, upon or after retirement, who have made significant contributions to Texas A&M International University (TAMIU) through long and distinguished service in administration, teaching, research, and/or service.

This Rule outlines the titles, eligibility, selection procedures, privileges, and responsibilities of those granted the “Emeritus” title. This Rule supplements [System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#).

Procedures and Responsibilities

1. ELIGIBILITY

- 1.1 TAMIU recognizes the titles of president emeritus, vice president emeritus, dean emeritus, professor emeritus, and director emeritus. Emeritus titles are conferred upon individuals who have followed the code of ethical conduct found in [System Policy 07.01, Ethics](#), throughout their employment.
- 1.2 To be considered for emeritus status, a person must normally hold a tenured faculty appointment and have served TAMIU for at least 10 years. In appropriate situations, however, non-tenured faculty, administrators, and those who have served fewer than 10 years may be considered.
- 1.3 Persons who have been granted emeritus status, however, may be reappointed for part-time service after official retirement, in accordance with A&M System policies and

regulations. The payroll title for such appointments will be appropriate to service performed and will not include the term “emeritus.”

2. NOMINATION AND SELECTION PROCEDURES

- 2.1 Under normal circumstances, recommendations for emeritus titles for retiring faculty will be made annually following the timelines established for making tenure and promotion recommendations as found in the TAMIU Faculty Handbook. Emeritus status shall be conferred upon individuals who have made significant contributions to TAMIU through long and distinguished service.
- 2.2 Nominations for emeritus status may be made to the appropriate administrator or department chair. The nomination shall be in the form of a letter, and that letter should provide concise justification for the nomination.
- 2.3 Once nominated, nominees must decide whether to accept the nomination. If they accept it, they must then compile a dossier that documents their service to TAMIU. These documents shall be forwarded to the appropriate administrator or department chair by September 1.
- 2.4 Faculty nominees shall document their accomplishments in teaching, research, and service in the form of a narrative and an updated vitae. The candidate’s department chair shall provide the department’s promotion and tenure committee – or all tenured faculty in the unit, whichever is greater in number – with the nomination letter and the candidate’s dossier one week in advance of a meeting of the committee. The committee shall then meet, discuss the nomination, and vote anonymously whether to support the nomination. The committee shall then draft a report to the department chair justifying their decision.
 - 2.4.1 The department chair shall have until October 1 to decide whether to support the nomination and to write a letter to the dean justifying that decision, providing also to the dean the original nomination letter, the nominee’s dossier, and the promotion and tenure committee’s report.
 - 2.4.2 The dean shall have until November 1 to decide whether to support the nomination and to write a letter to the Provost and Vice President for Academic Affairs justifying that decision, as well as providing all documentation sent forward by the department chair.
 - 2.4.3 The Provost and Vice President for Academic Affairs shall have until December 1 to decide whether to support the nomination and to write a letter to the President justifying that decision, as well as providing all documentation sent forward by the dean.
 - 2.4.4 The President shall have until the official end of the fall semester to decide whether to recommend the individual for emeritus status to the A&M System Chancellor, who, in turn, shall decide whether to advance the nomination to the A&M System Board of Regents for their confirmation.

- 2.5 Non-faculty nominees shall provide an up-to-date vitae or resume and a narrative detailing their career history at TAMIU. The narrative shall specifically include involvement with TAMIU and its subdivisions, professional accomplishments, committee memberships, and leadership roles. Non-faculty nominees shall also include a letter of recommendation from their immediate supervisor. The candidate's administrator must decide whether to support the nomination. If in support of the nomination, the administrator shall write a letter justifying that decision and forward that letter, the original nomination letter, and the candidate's dossier to the next level of administration, generally the appropriate vice president or, in the case of a vice president, to the president, and, in the case of the president, to the Chancellor of the A&M System.
- 2.5.1 The appropriate vice president, within 10 business days, shall then send his or her recommendation to the President in the form of a letter, accompanied by the original nomination letter, the nominee's dossier, and administrator's letter.
- 2.5.2 The President, within 10 business days, shall then decide whether to support the nomination and make a recommendation to the A&M System Chancellor, who, in turn, shall decide whether to advance the nomination to the A&M System Board of Regents for their confirmation.

3. PRIVILEGES AND RESPONSIBILITIES

- 3.1 The granting of emeritus status is an honorary designation that entails no assigned duties, responsibilities, office space, or use of administrative support staff. Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life and to avail themselves of TAMIU facilities, including the library and email, consistent with established policies.
- 3.2 Emeritus personnel will be given a new tamiu.edu email address and the email address used as an employee will be deactivated.
- 3.3 With appropriate approval, emeritus personnel may be invited to participate in graduate faculty activities and to accept appointments on graduate committees.
- 3.4 Emeritus personnel may be eligible for service on TAMIU committees upon appointment by the TAMIU President.
- 3.5 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 emeritus faculty member.
- 3.5.1 A request for such space is to be made in writing by the emeritus personnel to the appropriate supervisor, who shall forward a recommendation through normal administrative channels. The request shall describe the allocation needed and indicate how its use will contribute to the instructional or research programs of the department involved.

- 3.5.2 The supervisor may or may not support the emeritus personnel's request for office space. If supporting the request, the supervisor shall write to the appropriate dean describing and requesting the allocation. The dean shall forward his or her recommendation to the Provost and Vice President for Academic Affairs.
- 3.5.3 The Provost and Vice President for Academic Affairs is responsible for allocating academic space and shall be the final authority. TAMIU's need for the specific abilities and talents of the retired individual shall be the basis for all such allocations.

Related Statutes, Policies, Regulations, or SAP's

[System Policy, 07.01, Ethics](#)

[System Policy 31.08, Emeritus](#)

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

Contact Office

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