



Rule 31.08.01.T1 Emeritus Designation

Approved: January 8, 2018
Reviewed: June 11, 2018
Next Scheduled Review: June 11, 2023

Rule Statement

Emeritus titles are conferred upon faculty and staff who have made significant contributions to Tarleton State University (Tarleton) through long and distinguished service in administration, teaching, scholarly/creative activity, and/or service.

Reason for Rule

This rule establishes the criteria, titles, and selection for nominating Tarleton faculty and staff to be granted the designation of emeritus by the Board of Regents and outlines the privileges and responsibilities of those granted emeritus status at Tarleton. This rule supplements and is required by the Texas A&M University System (System) Regulation 31.08.01, *Granting of Emeritus Status to Faculty and Staff*.

Procedures and Responsibilities

1. Criteria

- 1.1 An individual must normally have held a tenured faculty appointment and have served the university for at least ten years to be considered for emeritus status. In appropriate situations, however, non-tenured faculty, administrators and those who have served less than ten years may be considered and recommended by the President.
- 1.2 An individual granted emeritus status may be reappointed for part-time service after official retirement from the university in accordance with System policies and regulations. The payroll title for such appointments will be appropriate for the service performed and will not include the term “Emeritus.”

2. Titles

- 2.1 In addition to titles recognized in System Regulation 31.08.01, *Granting of Emeritus Status to Faculty and Staff*, Tarleton designates the following titles:

Associate Vice President Emeritus
Associate Provost Emeritus

Associate Dean Emeritus
Associate Professor Emeritus
Assistant Vice President Emeritus
Assistant Dean Emeritus
Professional Associate Professor Emeritus
Professional Full Professor Emeritus
Research Associate Professor Emeritus
Research Full Professor Emeritus

3. SELECTION PROCEDURE

- 3.1 Recommendations for nomination of all emeritus titles should be submitted annually, along with the recommendations for promotion and tenure. Faculty nominations should be submitted by September 1 of the academic year in which the candidate is to be considered.
- 3.2 Recommendations for nominations of emeritus status should be submitted in writing to the department head or other appropriate administrator, accompanied by the following supporting justification:
 - 3.2.1 A recommendation coversheet available from the Office of Curriculum, Assessment, and Faculty Affairs;
 - 3.2.2 A comprehensive vitae; and
 - 3.2.3 The candidate's career history at Tarleton indicating involvement with the university as well as personal accomplishments beyond those delineated in the vitae.
- 3.3 The department head will review and provide a recommendation of support or non-support to the College Review Committee.
- 3.4 The College Review Committee will review the dossier and render a decision of support or non-support, which will be forwarded to the dean.
- 3.5 Upon review, the dean will prepare and submit a recommendation letter of support or non-support to the Academic Review Committee to accompany the dossier.
- 3.6 The Academic Review Committee will review and make a recommendation to the provost. A favorable review by the provost is forwarded via recommendation letter to the president. An unfavorable review by the provost constitutes denial of the application, and the candidate or nominator is notified by Academic Affairs.
- 3.7 Upon review and decision of endorsement, the president will make a recommendation to the Chancellor, who, upon approval, will make a recommendation to the System Board of Regents for their confirmation.
- 3.8 The consideration of an administrator for emeritus status shall be initiated by the appointment of an ad-hoc committee by the president or provost. The committee shall follow the procedures above to the extent they are applicable and reasonable in the situation.

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 Holders of the title “Emeritus” may be eligible for service on university committees upon appointment by the president of the university.
- 4.4 The privilege of 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. The space allocated may be a different space from that previously occupied by the emeritus person.
 - 4.4.1 A request for such space must be made in writing by the emeritus personnel to the department head, who shall forward a recommendation through normal administrative channels. The request will describe the allocation needed and indicate how its use will contribute to the instructional or research programs of the department involved.
 - 4.4.2 The provost and executive vice president for academic affairs or designee 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.

Related Statutes, Policies, or Requirements

- [A&M System Policy 31.08, Emeritus](#)
 - [A&M System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#)
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Contact Office

Office of Curriculum, Assessment, and Faculty Affairs
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