



GUIDELINES AND PROCESSES FOR EMERITUS FACULTY STATUS

Overview

Texas A&M University Standard Administrative Procedure (SAP) 31.08.01.M0.02 – Faculty Emeritus Status (<https://rules-saps.tamu.edu/PDFs/31.08.01.M2.pdf>) governs processes related to emeritus/emerita status for faculty. These guidelines provide faculty and department heads with further details on office space and other resources for emeritus faculty who have separated from TAMU.

Process

Instructions on nominating faculty for emeritus status can be found on the Faculty Affairs website: <https://facultyaffairs.tamu.edu/Faculty-Affairs/Employment-Actions#0ytjgpy5kn04>. Nominations must include the “Recommendation for Faculty Emeritus Status Coversheet” and a letter of recommendation from the Department Head, through the College Dean, to the Vice President for Faculty Affairs, and the faculty member’s curriculum vitae (CV). Granting of emeritus/emerita status requires Board of Regents approval.

Office Use and Privileges

- 1.1 Emeritus/emerita faculty are encouraged to continue their active participation in campus life and to avail themselves of university facilities, as consistent with established policies. For more information on Texas A&M’s Community of Faculty Retirees, see: <https://ppo.tamu.edu/Community-Engagement/Community-of-Faculty-Retirees>.
- 1.2 Emeritus/emerita faculty may participate in graduate faculty activities. They can continue to serve as chair, co-chair, or member of graduate committees. Emeritus faculty are typically not added to new graduate committees.
- 1.3 Emeritus/emerita faculty may retain access to their TAMU email account. To ensure no interruption in service, please send a request at least three months prior to the termination of employment to artsci-IT@tamu.edu.
- 1.4 Emeritus/emerita faculty currently retain the use of university libraries and parking. Details are provided upon retirement. Any work or office space accommodations are decided between the retiree and their department head.
- 1.5 As indicated in Section 3.3 of SAP 38.08.01.M0.02, emeritus faculty may request office space from the department head. The head is responsible for determining whether appropriate space is available and for assessing the extent to which the emeritus faculty member contributes directly to the department’s mission and goals. Office (and lab) space granted to emeritus faculty may be different from prior assigned space. According to the SAP, the Dean is the final authority for initial and subsequent office assignments to emeritus faculty. A department head should address requests for space allocation to the dean and provide a brief justification for the request. Heads may elect to request brief reports of activities from emeritus faculty annually in preparation for seeking approval for continued use of office space.