

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

12.99.99.Z1.02 Designation of Emeritus Faculty

*Approved August 14, 2002
Revised April 16, 2008*

1. GENERAL

A faculty member who, at the time of retirement, has served in The Texas A&M Health Science Center at least 10 years may be considered for emeritus status. Both tenured and non-tenured faculty are eligible for emeritus status. Faculty members with exemplary performance or national standing may be considered with less than 10 years of service.

2. PROCEDURE

- 2.1 When an individual is to be considered for emeritus status, the Department Chair shall convene the departmental Promotion and Tenure Committee to begin procedures. The decision for granting emeritus status must be based on comprehensive consideration of career involvement in the institutional context.
- 2.2 Each candidate for emeritus status, working with the appropriate Promotion and Tenure Committee, will prepare a dossier that contains the following:
 - 1 A recommendation cover sheet that has been prepared by the candidate's Department Chair or Director;
 - 2 a comprehensive curriculum vita;
 - 3 a narrative statement of no more than two pages regarding the candidate's teaching, research and service prepared by the Promotion and Tenure Committee, i.e. courses taught, graduate committees chaired, major grants and projects obtained; and
 - 4 an autobiographical statement of no more than two pages describing the candidate's career history indicating involvement with the Health Science Center and its components as well as personal accomplishments beyond those delineated in the vita.
- 2.3 A departmental meeting will be scheduled to which all available tenured faculty members, and non-tenured faculty with at least 10 years of service, are invited for discussion of the dossier and recommendation. The voting faculty in the department should be provided access to the dossier for ten working days before conducting the discussion meeting and all tenured faculty shall be polled and vote in a private manner. The dossier at this time would include items under 2.2 above.
- 2.4 The recommendation of the voting faculty in the department (including any information gained from the discussion meeting) shall be forwarded to the Department Chair or Director for his/her endorsement/non-endorsement and comments. The Department Chair's recommendation along with the complete dossier is forwarded to the Dean or

Director.

- 2.5 The Dean or Director adds his/her recommendation and letter of support or non-support.
- 2.6 The entire dossier is forwarded to the President's Office for approval and then forwarded to the Board of Regents for its confirmation.

EMERITUS FACULTY PRIVILEGES

- 3.1 Emeritus faculty are encouraged to continue their participation in the many varied activities associated with campus life and, consistent with established policies, to avail themselves of Health Science Center facilities.
- 3.2 With appropriate approval, emeritus faculty may be invited to participate in graduate faculty activities and to accept appointment on graduate committees.
- 3.3 Faculty members who officially retire give up tenure.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs