

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



31.08.01.P1 Granting of Emeritus Status to Faculty and Staff

Approved June 27, 2017

Reviewed May 31, 2018

Next Scheduled Review: May 2023

Rule Statement

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

Reason for Rule

This Rule outlines the titles, eligibility, selection procedures, privileges and responsibilities for nominating faculty and staff to be granted the “Emeritus” title as required by System Regulation [31.08.01 Granting of Emeritus Status to Faculty and Staff](#).

Official Procedures and Responsibilities

1. GENERAL

- 1.1 Emeritus status shall be conferred by the Board upon faculty and staff who have made significant contributions to the university through long and distinguished service. It is not awarded for a single accomplishment, but for a career pattern of distinguished service.
- 1.2 The decision for nominating faculty and staff for emeritus status must be based on comprehensive consideration of career involvement in the institutional context. This is to ensure that contributions of faculty and staff are evaluated in light of the conditions existing at PVAMU during their whole career.

2. ELIGIBILITY

- 2.1 Faculty and staff who have served PVAMU for at least 10 years at the time of retirement and at least five (5) years in a position listed in Section 3.1 of this Rule or Section 1 of System Regulation 31.08.01 may be nominated for emeritus status.
 - 2.1.1 Faculty nominated will generally hold a tenured faculty appointment.
 - 2.1.2 Faculty and staff who have served less than ten years may be considered for nomination for emeritus status if recommended by the President.

3. TITLES

- 3.1 In addition to those titles in Section 1 in System Regulation 31.08.01, PVAMU recognizes the following titles:
 - 3.1.1 Provost Emeritus;
 - 3.1.2 Associate Provost Emeritus;
 - 3.1.3 Assistant Provost Emeritus;
 - 3.1.4 Vice Provost Emeritus;
 - 3.1.5 Assistant Vice President Emeritus;
 - 3.1.6 Associate Vice President Emeritus; and,
 - 3.1.7 Executive Director Emeritus.
- 3.2 The designation "Emeritus" shall be added to the then current rank or position of an individual after official retirement.
 - 3.2.1 Individuals 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 term "Emeritus."

4. SELECTION PROCEDURE

- 4.1 Emeritus Recommendation for Faculty
 - 4.1.1 Faculty recommendations for emeritus status will begin within the department of the faculty candidate.
 - 4.1.2 Each candidate for faculty emeritus status, working with the appropriate tenure and promotion committee, will prepare a dossier that contains the following:
 - 4.1.2.1 A completed Recommendation for Faculty Emeritus Status Form.
 - 4.1.2.2 A comprehensive vitae.
 - 4.1.2.3 A narrative statement of no more than two pages regarding the candidate's teaching, research and service prepared by the tenure and promotion committee, i.e. courses taught, graduate committees chaired, major grants and projects obtained.
 - 4.1.2.4 An autobiographic statement of no more than two pages of the candidate's career history at PVAMU indicating involvement with

the university and its subdivisions as well as personal accomplishments beyond those delineated in the vitae.

4.1.2.5 A letter of recommendation from the department head.

4.1.2.6 A letter of recommendation from the college dean.

4.1.3 A departmental meeting will be scheduled to which all available tenured faculty members are invited for discussion of the dossier and recommendation. The tenured faculty in the department should be provided access to the dossier before conducting the discussion meeting and all tenured faculty shall be polled. The recommendation of the tenured faculty in the department (including any information gained from the discussion meeting) shall be forwarded to the department head for their endorsement or non-endorsement and comments.

4.1.3.1 At the time of this review, the dossier will only include items listed in Sections 4.1.2.1 through 4.1.2.4.

4.1.4 The department head will review the dossier and prepare a recommendation letter, which along with the complete dossier, is forwarded to the dean.

4.1.4.1 The department head's letter should indicate whether the faculty member has or will retire in good standing.

4.1.5 The dean will review the dossier and prepare a recommendation letter, which along with the complete dossier is forwarded to the Provost and Senior Vice President for Academic Affairs (Provost).

4.1.6 The Provost shall review all nominations for faculty emeritus status; and shall consider the recommendations of the departments, the deans, and if appropriate the Faculty Senate (see Section 4.1.6.1) in making recommendations to the President.

4.1.6.1 The Faculty Senate shall review all applications where the college and Provost are not in agreement on a candidate's recommendation, or at the Provost's request, and provide their recommendation to the Provost prior to the Provost's final recommendation to the President.

4.1.7 Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

4.2 Emeritus Recommendation for Staff

4.2.1 Staff recommendations for emeritus status will begin within the department of the staff candidate and must be submitted by the staff's immediate supervisor, department head and dean.

4.2.2 Recommendation dossiers for staff emeritus status are to include the following:

- 4.2.2.1 A completed Recommendation for Staff Emeritus Status Form.
- 4.2.2.2 A comprehensive resume.
- 4.2.2.3 A narrative statement of no more than two pages detailing the candidates' career history at PVAMU 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.
- 4.2.2.4 A statement from the individual's immediate supervisor confirming that the person has retired or will be retiring in good standing and the date or expected date of retirement.
- 4.2.2.5 A letter of recommendation from the appropriate immediate supervisor in the employee's role before retirement.
- 4.2.3 Completed dossiers should be submitted through the chain of authority to the respective vice president for review and approval.
- 4.2.4 The respective Vice President shall review all nominations for staff emeritus status; and shall consider the recommendation of the immediate supervisor, department head and dean in making recommendations to the President.
- 4.2.5 Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

5. PRIVILEGES AND RESPONSIBILITIES

- 5.1 The granting of emeritus status is an honorary designation, which entails no assigned duties, responsibilities, office space, or use of administrative support staff.
- 5.2 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 guidelines.
- 5.3 With appropriate approval, emeritus personnel may be invited to participate in university events and to accept appointment on university committees, in an advisory capacity.
- 5.4 The privilege of receiving an allocation of office space and use of 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 department head is responsible for determining if suitable space is available. It is understood that this may be different space from that previously occupied by the emeritus person. If suitable space is deemed available, the department head may write to the appropriate vice president describing and requesting the allocation. The appropriate vice

president is responsible for allocating 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, Regulations and Rules

[System Policy 31.07 Retirement](#)

[System Policy 31.08 Emeritus](#)

[System Regulation 31.07.01 Retirement and Employment After Retirement](#)

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

Forms

[Recommendation for Faculty Emeritus Status Form](#)

[Recommendation for Staff Emeritus Status Form](#)

Contact Office

Office of the President 936-261-2111
