



RECOMMENDATION FOR EMERITUS/EMERITA STATUS

Name of Candidate: _____

Candidate's home address: _____
(to be used for future mailing of information)

Department: _____ **Current Rank:** _____

Date of Retirement: _____ **Years of Service at Retirement:** _____

Emeritus Appointment Will Be Effective Upon Board Approval and Faculty Departure

Guidelines: (Standard Administrative Procedure 31.08.01.Mo.02) Every individual who, at the time of retirement, holds a tenured appointment at Texas A&M University and has served the University at least 10 years must be considered for emeritus/emerita status unless the faculty member requests in writing that he/she not be so considered. Non- tenured faculty, or those who have served less than 10 years, may also be considered. The Committee on Emeritus Status has become an appellate committee charged with reviewing (a) nominations for faculty emeritus/emerita appointments other than those defined above; and (b) appeals by faculty members who are retiring at the rank of Associate Professor, Professor, or Distinguished Professor, but who are not being nominated (because they have not retired in good standing). The Committee on Emeritus Status shall be comprised of one tenured faculty member from each academic college and the Library. The dean of faculties serves as an ex-officio member. Committee members shall be nominated by the Faculty Senate Executive Committee and approved by the Senate.

SUMMARY OF RECOMMENDATIONS

Recommended action by:	Yes	No	Signature	Date
<i>Vote of all available tenured faculty members</i>				
<i>Department Head</i>				
<i>Dean</i>				
<i>Dean of Faculties</i>				
<i>Provost and Executive Vice President for Academic Affairs</i>				

Nomination documents required with this form:

1. A comprehensive curriculum vitae of the faculty member being nominated
2. Department tenured faculty committee report including vote
3. Letter of recommendation from the department head, to the provost, through the dean of faculties and the college dean, **including an explicit statement that the faculty member has retired or is retiring in good standing**
4. Letter of recommendation from the college dean