



## RECOMMENDATION FOR EMERITUS STATUS

**Candidate Name:**

**Candidate's home address:**

*(to be used for future mailing of information)*

**College:**

**Department:**

**Current Rank:**

**Rank Sought:**

**Date of Separation:**

**Years of Service at Separation:**

**Guidelines:** (Standard Administrative Procedure 31.08.01.M0.02) Every individual who, at the time of separation, holds a tenured appointment at Texas A&M University and has served the University at least 10 years must be considered for emeritus 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.

**Emeritus Appointment Will Be Effective Upon Board Approval and Complete Retirement**

### SUMMARY OF RECOMMENDATIONS

<b>Recommended action by:</b>	<b>Yes</b>	<b>No</b>	<b>Signature</b>	<b>Date</b>
<i>Tenured Faculty Vote</i>				
<i>Department Head</i>				
<i>Dean</i>				
<i>Dean of Faculties</i>				
<i>Provost and Executive Vice President</i>				

**Emeritus Nomination Packet should include:**

- Recommendation for Emeritus Coversheet
  - Must include department Tenured Faculty Vote
  - Department Head Signature and Date
  - Dean Signature and Date
  
- Letter of recommendation from the Department Head, through the College Dean and Dean of Faculties, to the Provost.
  - **Must include a statement about individual is retiring in good standing**
  
- Curriculum vitae of the faculty member being nominated
- Years of service at separation must be an exact match to the experience listed in CV