

Guidelines for Emeritus/Emerita Nomination (SAP 31.08.01.M0.02)

Every faculty member 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/emmerita 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.

Process for Emeritus/Emerita recommendation

1. A comprehensive vita is submitted by the candidate to their department Tenure & Promotion committee.
2. 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.
3. Department tenured faculty are provided access to the candidate's vita for ten (10) working days.
4. Department tenured faculty meet for discussion and vote.
5. Tenured faculty's recommendation and vote, along with the candidate's vita (dossier) is forwarded to department head.
6. Department head's recommendation, including an explicit statement that the faculty member has retired or is retiring in good standing, dossier and recommendation cover sheet (available on the [Emeritus page](#) of the Dean of Faculties website) are forwarded to the college dean.
The department head's recommendation should be addressed to the provost through the dean of faculties and the college dean.
7. Dean's recommendation, dossier and recommendation cover sheet are forwarded to the dean of faculties.
8. Dean of faculties' recommendation, dossier and recommendation cover sheet are forwarded to the provost.
9. Provost recommendation is forwarded to the president.
10. Nominations from the president are forwarded to the chancellor who makes recommendations to the board of regents.
11. Emeritus titles are granted by action of the board

Submission deadlines to the office of the dean of faculties can be found at: <http://dof.tamu.edu>.