31.08.01.C0.02 Administrator Emeritus Status

Approved: January 22, 2016
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Procedure Statement

Texas A&M University-Corpus Christi recognizes that many administrators perform exemplary service over the course of their careers at the University. In keeping with the excellence of Texas A&M-Corpus Christi, it is imperative to honor these individuals for their dedication and service and maintain a continued relationship during their retirement. Certain administrators, upon retirement, shall be eligible for appointment to Emeritus status in those cases where an individual’s service and contributions to the University have been particularly meritorious and significant.

Reason for Procedure

This procedure outlines the eligibility, processes and procedures in designating an eligible administrator with an Emeritus title pursuant to System Regulation 31.08.01, Granting of Emeritus/Emerita Status to Faculty and Staff.

Procedure and Responsibilities

1. GENERAL

1.1 Eligibility

1.1.1 Titles – Individuals with the title of Director, Executive Director, Dean, Assistant Vice President, Associate Vice President, Vice President, and President can be nominated for Emeritus Status.

1.1.2 Length of Service – Individuals who have served the University at least ten (10) years, with at least 5 years in a position noted in paragraph 1.1.1.

1.2 Title and Status – The designation of “Emeritus” shall be added to the then current designation of rank or position of a person after official retirement.

1.3 Reappointment – Persons 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”.

2. PROCEDURES

2.1 Recommendations

2.1.1 Recommendation applications for administrator emeritus status may be submitted at any time during the calendar year and may be submitted by the department or immediate supervisor.

2.1.2 Recommendation applications for administrator emeritus status are to include the following:

2.1.2.1 A narrative statement of no more than two pages detailing the candidates’ career history at Texas A&M-Corpus Christi 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.

2.1.2.2 A statement from 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.

2.1.2.3 A letter of recommendation from the appropriate immediate supervisor in the employee’s role before retirement.

2.1.3 Completed recommendation applications should be submitted through the chain of authority to the Executive Vice President for Finance and Administration for review and further handling.

3. PRIVILEGES AND RESPONSIBILITIES

3.1 Administrator Emeritus personnel are encouraged to continue their participation in the many varied activities associated with campus life and, consistent with established policies, to avail themselves of University facilities.

3.2 An individual eligible for emeritus status may, in addition to the benefits and privileges of all retired staff members:

3.2.1 Be invited to university or division functions in the area of his or her interest.

3.2.2 Be invited to attend division meetings and events, at the discretion of the division.
3.2.3 Be eligible to use university services and facilities, including the university library, mail, and parking privileges, in accordance with university rules.

3.2.4 Be eligible for office space at the discretion of the appropriate vice president when the division or department has a specific need for the specific abilities or talents of the retired individual.

3.3 In addition, administrator emeritus members are expected to continue to assist in the areas of their competence when requested to do so, particularly in an advisory fashion.

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**Related Policies, Regulations, and Rules**

**TAMU System Policy 31.08: Emeritus/Emerita Titles**
**TAMU System Regulation 31.08.01: Granting of Emeritus/Emerita Status to Faculty and Staff**
**TAMUCC Procedure 31.08.01.C0.01: Faculty Emeritus Status**

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**Contact Office**

Contact for interpretation and clarification: Executive Vice President for Finance and Administration (361) 825-2321