



TEXAS TECH™

Operating Policy and Procedure

OP 10.07: Emeritus Appointments

DATE: July 23, 2024

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide an orderly process for emeritus appointments, as authorized in the *Regents' Rules*.

REVIEW: This OP will be reviewed in March of every fourth year by the Vice Provost for Faculty Success with substantive revisions presented to the Provost and Senior Vice President and the President by March 15.

POLICY/PROCEDURE

1. The President may present biannually to the Board of Regents recommendations for Emeritus appointments. Nominations of individuals who meet the prerequisites listed below, as outlined in Section 04.01.2, *Regents' Rules*, Emeritus Appointments, must be sent to the President, through channels, for consideration by the President for subsequent recommendation to the Board of Regents.
2. **Description and Eligibility**
 - a. The title “Emeritus” may be conferred on a faculty member or an administrative officer as recognition for long and faithful service or for very distinguished service to the university.
 - b. Members of the faculty with the rank of professor or associate professor at retirement may be awarded Emeritus appointments, provided they have completed at least ten years of service at the university or have been recommended on the basis of “very distinguished service.”
 - c. Faculty members holding joint appointments with another institution must retire from Texas Tech University to be eligible for an Emeritus appointment.
 - d. Administrative officers in major positions at the time of retirement from administrative duties may be considered for Emeritus appointments.
3. **Application and Review**
 - a. The application for Emeritus status should be made within the first calendar year following the faculty member’s or administrative officer’s date of retirement, but in no event may an application for Emeritus status be made more than two (2) years after a faculty member’s or administrative officer’s date of retirement.

- b. Applications for Emeritus appointment must be routed through the college dean's office to the Office of the Provost according to the following timeline:
 - By June 1 for retirements effective between January 1 and July 31 for presentation at the August Board of Regents meeting; and
 - By December 1 for retirements effective between August 1 and December 31 for presentation at the February Board of Regents meeting.
- c. Any current university faculty member or administrative officer interested in nominating a faculty member for Emeritus appointment should consult their college dean's office.
- d. Each such appointment shall be subject to approval by the Board upon recommendation of the President, with concurrence by the Chancellor.

4. Rights and Responsibilities

- a. Emeritus appointments are strictly honorary and without stipend.
- b. Faculty members and administrative officers holding Emeritus appointments shall retain library privileges.
- c. In order to maintain access to their email account and address (including their history of email correspondence, but excluding voluntarily deleted items, junk, scam, and/or compromising emails), Emeritus faculty members must complete an ePAF form for either adjunct or noncompensated employee status (see [OP 32.26, Full-Time Faculty Departure Notification Procedure](#)).
- d. Faculty members holding Emeritus appointments may request the use of office space in the college or department of the academic unit where the faculty member has been most recently employed. Requests should be routed to the supervisor of the academic unit in which the faculty member had been most recently employed. Requests for use of office space are subject to review by academic administrators and may be approved only if space is available; however, at any time and for any reason, permission to use such office space may be withdrawn by the dean/academic unit head.
- e. With approval from the academic unit head and contingent on support from the tenured faculty and faculty with continuing appointment, faculty members holding Emeritus appointments may attend and participate on a limited basis in academic meetings in the faculty member's former primary unit. The degree to which an Emeritus faculty member may participate in academic meetings shall be delineated by the majority vote of the tenured members and faculty members with continuing appointment in the academic unit. In no case may an Emeritus faculty member participate in any voting. Approval to attend and participate in academic unit meetings may be rescinded by majority vote of the tenured members and faculty members with continuing appointment in the academic unit at any time and for any reason. Any concerns or complaints about the Emeritus faculty member's participation can be channeled anonymously through the unit head to the body of tenured faculty and faculty with continuing appointment, who can decide whether to revoke these privileges.

- f. Faculty members holding Emeritus appointments are subject to the requirements of faculty conduct as described in [OP 32.04, Conduct of University Faculty](#). Emeritus faculty members found to be in violation of OP 32.04 are subject to the removal of their Emeritus status.
5. In unusual and unforeseen circumstances, the Board of Regents may rescind a previously awarded Emeritus appointment.

[Attachment A: Emeritus Recommendation/Consideration form](#)