

**Texas Tech University**  
**WHITACRE COLLEGE OF**  
**ENGINEERING**  
**Operating Policy and Procedures**  
[Approval: July, 2017]

**WCOE OP 10.05:      Emeritus Faculty Designation**

**Date:**                July, 2017

**Purpose:**            This document provides procedures for designating retiring faculty with emeritus status.

**Review:**            This Operating Policy will be reviewed in the summer of every odd-numbered year by the Dean's office, with recommendations for revision presented to the WCOE Leadership Committee by August 15.

University Ops related to emeritus faculty status

- Regent's Rules 04.01.2
- TTU OP 10.05

**POLICY/PROCEDURE**

1. Emeritus faculty status is conferred upon retired faculty who have long standing service with the Texas Tech University system or who have demonstrated "very distinguished service".
2. Faculty who retire from the University are automatically granted emeritus status if they satisfy the following criteria:
  - a. They have obtained the rank of Horn Professor, Professor, or Associate Professor.
  - b. They have completed at least 10 years of service at Texas Tech University.
  - c. They are no longer employed at Texas Tech University in a benefits eligible position.
3. Retiring faculty or administrators that do not meet criterion a or b above, but have demonstrated "very distinguished service", may be nominated by their Department Chairperson or the Dean. Department Chairpersons wishing to make a nomination of this type should provide a letter of nomination to the Senior Associate Dean no later than December 1.
4. Faculty who qualify for emeritus status, but for some reason were overlooked at the time of their retirement, may be nominated at any later time by their department chairperson or the Dean. Department Chairpersons wishing to make a nomination of this type should provide a letter of nomination to the Senior Associate Dean no later than December 1.
5. Announcement of emeritus faculty status will be made at the annual spring University Faculty Honors Convocation (typically April). A current list of emeritus faculty can be found in the TTU Undergraduate and Graduate Catalog or online at: [http://www.depts.ttu.edu/officialpublications/catalog/FacultyDirectory/Faculty\\_Emeritus.htm](http://www.depts.ttu.edu/officialpublications/catalog/FacultyDirectory/Faculty_Emeritus.htm).