TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.12, Emeritus Appointments

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide an orderly process for emeritus appointments, as authorized in the Board of Regents policy.

REVIEW: This HSC OP will be reviewed on March 1 of every fourth year (E4Y) by the Senior Vice President for Academic Affairs, with recommendations for revisions forwarded to the President by March 15.

POLICY/PROCEDURE:

1. The Chancellor, through recommendations by the President, may annually present the Board of Regents with recommendations for emeritus appointments. Nominations of individuals who meet the prerequisites outlined in Section 04.01.2, Regents’ Rules (see below), should be sent to the President, through channels, by January 1. The President will forward his recommendations to the Chancellor for consideration and subsequent recommendation to the Board of Regents.

Regents’ Rules
04.01.2 Emeritus Appointments

(a) The title “Emeritus” may be conferred as recognition for long and faithful service, or for very distinguished service to the institution.

(b) Members of the faculty with rank of professor or associate professor at retirement may be given emeritus appointments, provided they have completed at least ten years of service at a component institution or have been recommended on the basis of “very distinguished service.” If emeritus status is proposed on the basis of very distinguished service, the operating manuals of a component institution shall prescribe a method for recommendation of emeritus status.

(c) Administrative officers in major positions at the time of retirement from administrative duties may be considered for emeritus appointments.

(d) Emeritus appointments are strictly honorary and without stipend.

(e) Each such appointment shall be subject to approval by the board upon recommendation of the respective president and with the concurrence of the Chancellor.

2. Each School shall establish “very distinguished service” criteria and shall follow the procedures described below.

a. School of Allied Health Sciences (SOAHS)

(1) Letter of nomination from the Department Chair and a copy of the individual's curriculum vitae to the SOAHS Executive Council.

(2) The SOAHS Executive Council, chaired by the Dean, will review and approve emeritus status.

(3) The Dean will forward a formal letter of recommendation and nomination packet to the President.
b. **School of Medicine (SOM)**

(1) The Department Chair will submit a letter of recommendation and a copy of the nominee’s curriculum vitae to the Dean of the School of Medicine.

(2) The Dean will ask the SOM Faculty Council Executive Committee to review the request and the nominee’s qualifications, and advise the Dean regarding further, appropriate action.

(3) The Dean will forward a formal letter of recommendation to the President, as appropriate.

c. **School of Nursing (SON)**

(1) The Faculty Affairs Committee may make recommendations to the Dean for emeritus appointments. The recommendations will be based upon criteria established and maintained by the Committee.

(2) The Dean will review recommendations and forward formal letters of recommendation to the President, as appropriate.

d. **School of Pharmacy (SOP)**

(1) Any School of Pharmacy faculty member may make recommendations to the Faculty Affairs Committee on emeritus appointments. The nominator should include a letter with the reasons why the faculty member should receive an emeritus appointment.

(2) The Faculty Affairs Committee will follow the same time line as the normal promotion/tenure process.

(3) Nominations for emeritus appointments may be made anytime after a faculty member has announced their retirement.