



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.12, **Emeritus/Emerita Appointments**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide a clear and consistent process for awarding emeritus/emmerita status to retiring TTUHSC faculty or administrators, in accordance with Section 04.01.2 of the Texas Tech University System Regents' Rules.

REVIEW: This HSC OP will be reviewed prior to March 1 of every fourth year (E4Y) by the Academic Affairs and Curriculum Committee and Academics Council, with recommendations for revisions forwarded to the Provost by March 15. Any changes will be forwarded to the President of TTUHSC for approval.

POLICY/PROCEDURE:

1. *General Provisions.* Emeritus/Emerita status is an honorary designation conferred upon retired faculty or administrators in recognition of long and meritorious or distinguished service, as demonstrated by significant contributions to their field and the university through teaching, scholarship, and service.
 - (a) Appointments carry no compensation and do not entail specific duties or rights within faculty governance, unless otherwise granted.
 - (b) Each such appointment shall be subject to approval by the board upon recommendation of the respective president and with the concurrence of the Chancellor.
 - (c) The number of appointments shall not be limited to a fixed quota, nor shall an effort be made to maintain fixed ratios of this special position among schools and departments.
2. *Eligibility.* In accordance with [Regents' Rules 04.01.2](#), individuals may be eligible for emeritus/emmerita designation upon retirement from TTUHSC if they meet the following criteria:
 - (a) Length of Service
 - a. Have completed a minimum of 10 years of continuous full-time service at TTUHSC.
 - b. In rare cases, individuals with fewer years of service may be considered if they have achieved exceptional distinction or national/international recognition during their TTUHSC tenure.
 - (b) Rank or Positions
 - a. Have held the rank of Associate Professor or higher, or have served as an administrative officer in a major leadership position (e.g., dean, provost, vice president) at the time of retirement.
 - (c) Record of Accomplishment
 - a. Have a documented record of sustained contributions to TTUHSC, which may include excellence in teaching or mentoring, significant scholarly or creative activity, and/or meaningful service or leadership to their school, the university, or their profession.

- (d) Professional Standing
 - a. Be retiring in good standing, with no active disciplinary actions or pending investigations at the time of retirement.
 - b. Have upheld high standards of professionalism and ethical conduct throughout their TTUHSC career.
- (e) Continuing Relationship
 - a. Express an interest in maintaining an ongoing positive relationship with TTUHSC, such as through service, mentorship, or ambassadorship, as appropriate and mutually agreed upon.

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

4. Each School shall establish "very distinguished service" criteria.

- (a) In addition to the above-listed TTUHSC criteria in section 2, the applicant will follow the school's procedures described below.
- (b) The criteria will be formally memorialized in school policy and readily available to all faculty in their respective schools. School criteria cannot contradict, restrict, supersede, or replace the university criteria for emeritus appointments.

a. Graduate School of Biomedical Sciences (GSBS)

- (1) The nomination and appointment will be initiated by the TTUHSC school of the faculty member's primary appointment.
- (2) The school will follow its established emeritus nomination process.
- (3) The Dean of the primary school will forward the final recommendation to the Provost.

b. Jerry H. Hodge 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 timeline as the normal promotion/tenure process.
- (3) The Dean will review recommendations and forward formal letters of recommendation to the Provost.

c. Julia Jones Matthews School of Population and Public Health (JJMSPPH)

- (1) The Department Chair will submit a nomination and candidate CV to the JJMSPPH Faculty Council.
- (2) The Faculty Council will advise the Dean on the merits of the nomination.
- (3) The Dean will forward the approved nomination to the Provost.

d. School of Health Professions (SHP)

- (1) Letter of nomination will be sent from the Department Chair and a copy of the individual's curriculum vitae to the SHP Executive Council.
- (2) The SHP Executive Council, chaired by the Dean will review the nomination and make a recommendation for the emeritus status to the Dean.
- (3) If the nomination is approved, the Dean will forward a formal letter of recommendation and nomination packet to the Provost.

e. 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 Provost.

f. 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 Provost.

5. **Deadlines.** Nominations should be submitted to the school dean no later than January 1 each year to ensure review and processing before Board deadlines.

6. Rights and Responsibilities

- (a) Emeriti appointments are strictly honorary and without stipend.
- (b) Faculty members and administrative officers holding Emeritus appointments shall retain library privileges.
- (c) 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, Provost, or President.
- (d) With approval from the Dean, faculty members holding Emeritus appointments may attend and participate on a limited basis in academic meetings in the faculty member's former primary unit at the time of retirement. The degree to which an Emeritus faculty member may participate in academic meetings is limited to advising on matters within their expertise, but shall not have voting rights. At any time and for any reason, an emeritus faculty member may be asked not to attend/participate in any meeting. Any concerns or complaints about the Emeritus faculty member's participation can be channeled anonymously to the Dean of the school, who can decide whether to revoke these privileges.
- (e) Faculty members holding Emeritus appointments are subject to the requirements of faculty conduct as described throughout OP 60.03, Performance Evaluation and Dismissal Procedures for Tenured and Non-Tenured Faculty. Emeritus faculty members found to have violated conduct as outlined in OP 60.03 are subject to the removal of their Emeritus status.
- (f) The Board of Regents has the right and may rescind a previously awarded Emeritus appointment.

7. *Rescission of Status.* In cases of misconduct, reputational harm, or other unusual and unforeseen circumstances, TTUHSC may initiate a review of an emeritus appointment. Following a review and recommendation by the President or Provost, the Board of Regents reserves the right to rescind a previously approved emeritus appointment, in accordance with Regents' Rule 04.01.2(f).