



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

**OP 10.07: Emeritus Appointments**

**DATE:** January 6, 2023

**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**

The President will 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, should be sent to the President, through channels, for his consideration for subsequent recommendation to the Board of Regents.

- a. The title “Emeritus” may be conferred 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 given 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. 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 President, with concurrence by the Chancellor.
- f. Applications for Emeritus appointment should 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;
  - By December 1 for retirements effective between August 1 and December 31 for presentation at the February Board of Regents meeting.

Any individual interested in nominating a faculty member for Emeritus appointment should consult their college Dean’s Office.

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