

1. PERQUISITES AVAILABLE FOR FACULTY RETIREES

- 1.01 Full-time faculty members who have retired from service at Sam Houston State University and who hold the title professor, associate professor, assistant professor, or instructor at the time of retirement shall be accorded the following privileges and perquisites at the University:
- a. A faculty identification card denoting their previous academic rank and the designation "retired." In the case of holders of an emeritus title, the identification card shall denote the title professor emeritus or associate professor emeritus.
 - b. Faculty library privileges.
 - c. Use of University dining services.
 - d. Purchase of a faculty-staff activity card on the same basis as active faculty members.
 - e. Parking privileges provided to active faculty members of the University.
 - f. Continued eligibility for University group health and life insurance as provided by statute.
 - g. Use of internal University mail service and facilities.
 - h. Listing in the University undergraduate and graduate catalogues, as appropriate.
 - i. Other privileges for retired faculty as may be approved by the President of the University.

2. EMERITUS FACULTY

- 2.01 The President of the University is authorized to bestow the title professor emeritus or associate professor emeritus upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement, in recognition of long and distinguished service to the University. The conferring of these titles is not automatic upon retirement but shall be based upon individual distinction and exceptionally high quality of service

and outstanding contributions to the university which clearly demonstrate the individual's worthiness for this honor.

- 2.02 The honorary titles professor emeritus or associate professor emeritus confer continued academic appointments on retired faculty without remuneration or authority. Such designations may only be given to faculty members who held the rank of professor; or, respectively, associate professor during their period of active service at the University.
- a. The title of professor emeritus or associate professor emeritus may be conferred upon a faculty member who has served in the rank of professor or associate professor for a cumulative total of at least ten years.
 - b. An appropriate emeritus title may be conferred upon other retiring or retired ranked faculty provided that said faculty have served the University for a cumulative total of at least fifteen years.

3. DISTINGUISHED EMERITUS FACULTY

- 3.01 Nominations for distinguished emeritus status are made to the President by the Provost and Vice President for Academic Affairs after consultation with the appropriate departmental faculty and the academic deans. Upon the President's recommendation, the Board of Regents may bestow the title of distinguished professor emeritus or distinguished associate professor emeritus upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement.
- a. The title of distinguished professor emeritus may be conferred upon a faculty member who has served in the rank of professor at the University for at least ten years and who meets other qualitative criteria established by the University.
 - b. The title of distinguished associate professor emeritus may be conferred upon a faculty member who has served in the rank of associate professor at the University for at least twenty years and who meets other qualitative criteria established by each component.

4. PRIVILEGES AND PERQUISITES

- 4.01 Persons who hold emeritus title at other institutions normally are not eligible for an emeritus title at a university in The Texas State University System.
- 4.02 Holders of the title professor emeritus or associate professor emeritus shall be accorded the following privileges and perquisites:
 - a. Use of the title professor emeritus or associate professor emeritus.
 - b. Membership (without vote) in the general faculty and other faculties in which membership was held at the time of retirement.
 - c. Membership in the graduate faculty (without vote) if membership was held at the time of retirement.
 - d. Eligibility for service on University committees upon appointment by the President of the University.
 - e. Assignment of office space and use of laboratory facilities, when available, with the approval of the appropriate department/school chair, dean of the college, or in the case of a library faculty member, the director of the Newton Gresham Library, and the Provost and Vice President for Academic Affairs.

5. NOMINATION AND REVIEW PROCEDURES

- 5.01 Any member of the full-time faculty may nominate a faculty member for the emeritus title. Self nominations are permissible. Nominations are made to the director/chair of the appropriate academic unit.
- 5.02 The nominating party shall compile a dossier that should include:
 - a. A comprehensive biographical and professional resume'.
 - b. A statement of reasons for presenting the nomination, carefully referenced to the evaluative criteria.
 - c. Appropriate supporting data and documentation.

- 5.03 All faculty members of the nominee's academic unit will serve as an initial screening committee. Their responsibility is to determine if the nominee has the desired credentials.
 - 5.04 The director/chair of the appropriate unit will forward the recommendation of the committee, whether positive or negative, and adding comments as advisable, to the appropriate college dean, or, in the case of the Newton Gresham Library, to the Director of the Library.
 - 5.05 If the recommendation of the faculty committee is negative, and the dean/director concurs, no further consideration of the candidate's nomination is required. If the recommendation from the dean/director and/or the faculty committee is positive, all materials will be forwarded to the Vice President for Academic Affairs. The dean/director will add his/her recommendation, whether positive or negative, and will forward all materials to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will send the materials to the University Faculty Committee for Emeritus Evaluation without his/her recommendation. The Committee, in turn, will send its recommendation to the Vice President for Academic Affairs.
 - 5.06 After evaluating all recommendations, the Vice President for Academic Affairs will endorse the nomination either positively or negatively and will forward the nomination to the President.
 - 5.07 The President will evaluate the recommendation and take appropriate action.
6. UNIVERSITY FACULTY COMMITTEE FOR EMERITUS EVALUATION, APPOINTMENT PROCEDURE
- 6.01 The committee shall be appointed by the Provost and Vice President for Academic Affairs.
 - 6.02 The Provost and Vice President for Academic Affairs shall appoint membership from nominations submitted by the University Faculty Senate.
 - 6.03 The Senate will nominate four potential members from each college and two from the Newton Gresham Library faculty.
 - 6.04 The Provost and Vice President for Academic Affairs will select two members from each college and one from the Newton Gresham Library.

6.05 The committee chair will be selected by the Provost and Vice President for Academic Affairs.

7. SERVICE OF EMERITUS FACULTY TO THE UNIVERSITY

7.01 Faculty of emeritus status shall, on occasion, be invited to serve as members of University committees.

7.02 Faculty of emeritus status may be requested to assist the University in the area of their competence.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 01/15/04

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: September 25, 1980 Review Cycle: September 1, ONY*
Reviewer(s): Academic Policy Council Review Date: September 1, 2005
Distinguished Professor Review Committee

Approved: _____ /signed/ Date: _____ 01/15/04
David E. Payne
Provost and Vice President
for Academic Affairs

*ONY = Odd Numbered Year