

1. PERQUISITES AVAILABLE FOR FACULTY RETIREES

- 1.01 Full-time faculty members who have retired from service at Sam Houston State University shall be accorded perquisites and privileges as outlined in Finance & Operations Human Resources Policy HR-10.
- 1.02 Other perquisites are available at the discretion of the President.

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 outstanding service to the University. The conferring of these titles is not automatic upon retirement but shall be based upon high quality service and contributions to the University that clearly demonstrate the individual's worthiness for this honor. Nominations for emeritus status are made to the President by the Provost and Sr. Vice President for Academic Affairs after consultation with the appropriate departmental faculty and the academic deans.
- 2.02 An individual may be considered for emeritus status upon retirement when the individual has consistently contributed to the University, as usually reflected in a strong record of teaching, service to the University and/or the larger academic community, and/or scholarly and creative activity as judged by the President upon the recommendation of the Provost and Sr. Vice President for Academic Affairs.
- 2.03 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 associate professor during their period of active service at the University.

As general rules, the title of Professor Emeritus may be conferred upon a faculty member who has served in the rank of Professor for a total of at least ten (10) years, and the title of Associate Professor Emeritus may be conferred upon a faculty member who has served in the rank of associate professor for a total of at least fifteen (15) years.
- 2.04 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.

3. DISTINGUISHED EMERITUS FACULTY

- 3.01 Any individual who has been designated as a University Distinguished Professor at the University will automatically be granted Distinguished Professor Emeritus status upon retiring.
- 3.02 Nominations for University Distinguished Professor Emeritus status are made to the President by the Provost and Sr. Vice President for Academic Affairs after consultation with the appropriate departmental faculty and the academic deans. The President may bestow the title of University Distinguished Professor Emeritus upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement.
- 3.03 A faculty member who has served the University with distinction as demonstrated by meeting ONE (1) of the following criteria will be eligible for University Distinguished Professor Emeritus designation:
- a. The individual has received two (2) or more of the four (4) major University awards for scholarly and/or creative accomplishments, teaching, service, or academic engagement;
- OR
- b. The individual has made significant contribution towards enhancing name recognition for SHSU at national and international forums with outstanding achievements in their field/area of expertise.
- 3.04 The title of University 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 (10) years and who meets other qualitative criteria established by the University.

4. REGENTS' PROFESSOR EMERITUS FACULTY

Upon retirement, a Regents' Professor shall automatically receive Regents' Professor Emeritus Faculty status.

5. PRIVILEGES, PERQUISITES, AND NATURE OF AWARD

Holders of emeritus titles shall be accorded the following privileges and perquisites in addition to those for retired faculty in general:

- a. Use of the appropriate awarded emeritus title.
- 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 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 departmental facilities when available and with the approval of the appropriate department/school chair, dean of the college, or in the case of a library faculty member, the University Librarian, and the Provost and Sr. Vice President for Academic Affairs.
- f. Conferring an honorary title shall not create a property right or entitlement in the holder. The Board of Regents reserves the right to revoke a title if, in its sole judgment and discretion, the best interests of The Texas State University System or of Sam Houston State University warrant such an action.

6. NOMINATION AND REVIEW PROCEDURES

- 6.01 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.
- 6.02 The nominating party shall compile a portfolio that should include:
 - a. A comprehensive biographical and professional curriculum vitae.
 - b. A statement of reasons for presenting the nomination carefully referenced to the evaluative criteria.
 - c. Appropriate supporting data and documentation.
- 6.03 All faculty members of the nominee's Departmental Promotion and Tenure Advisory Committee (DPTAC) will serve as an initial screening committee. Their responsibility is to determine if the nominee has the desired credentials.
- 6.04 The director/chair of the appropriate unit will forward the recommendation of the DPTAC, 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 University Librarian. The deadline is the 1st Monday in February.

- 6.05 If the recommendation of the DPTAC is negative, and the dean/University Librarian concurs, no further consideration of the candidate's nomination is required. If the recommendation from the dean/University Librarian and/or the DPTAC is positive, all materials will be forwarded to the Provost and Sr. Vice President for Academic Affairs. The dean/University Librarian will add their recommendation, whether positive or negative, and will forward all materials to the Provost and Sr. Vice President for Academic Affairs by the 1st Monday in March.
- 6.06 After evaluating all recommendations, the Provost and Sr. Vice President for Academic Affairs will endorse the nomination either positively or negatively and will forward the nomination to the President.
- 6.07 The President will evaluate the recommendation and take appropriate action by the 2nd Monday in April.

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>
Alisa White, Ph.D., President

DATE: 9/20/23

CERTIFICATION STATEMENT

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

Original: September 25, 1980
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2025

Approved: _____ <signed> _____
Michael T. Stephenson Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 9/18/23 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.