



PROCEDURE STATEMENT

Emeritus/Emerita titles are granted by action of The Texas A&M University System (System) Board of Regents on nomination by the Director, Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL). Emeritus/Emerita status for persons jointly employed by two or more members of the System requires the recommendation of each Chief Executive Officer involved. Eligibility, privileges, and responsibilities are contained in System Regulation 31.08.01, *Granting of Emeritus/Emerita Status*.

REASON FOR PROCEDURE

This procedure outlines the process for granting emeritus/emmerita titles to employees of TVMDL.

PROCEDURES AND RESPONSIBILITIES

1.0 ELIGIBILITY

All professional staff members who retire in good standing may be nominated to the Board of Regents for Emeritus/Emerita status.

2.0 NOMINATIONS

2.1 Nominations will include a letter of recommendation from the Section Head/Resident Director to the Director, a narrative statement outlining the significant contributions made by the retiree to TVMDL, a curriculum vitae, and, for employees jointly funded by TVMDL and another Texas A&M System component, a recommendation for Emeritus/Emerita status from the component's CEO.

2.2 The Director will review submissions, verify eligibility and submit nominations through the appropriate System administrators to the Board of Regents.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.08](#), *Emeritus/Emerita Titles*

[System Regulation 31.08.01](#), *Granting of Emeritus/Emerita Status to Faculty and Staff*

CONTACT OFFICE

Questions regarding this procedure should be referred to the Director's Office at 979-845-2679.