

Texas A&M AgriLife Extension Service Procedures

31.08.01.X0.01 | Recommendation for Emeritus/Emerita Titles

Approved: January 29, 2001

Revised: March 10, 2004

October 29, 2012

February 5, 2014

Reviewed: September 9, 2014

Next Scheduled Review: September 9, 2019



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 AgriLife Extension Service (AgriLife Extension). 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 AgriLife Extension.

PROCEDURES AND RESPONSIBILITIES

1.0 COMMITTEE

A committee will be established to review the program accomplishments of each retiree and make a recommendation for nomination to receive Emeritus/Emerita status. The committee will be established as follows:

- A. For **Extension Specialists**, each department/program unit will appoint a minimum of 3 peers.
- B. For **County Extension Agents**, each District Extension Administrator will appoint a minimum of 3 County Extension Agents.
- C. For **Administrative Personnel**, the committee will consist of all Associate Directors.

2.0 NOMINATIONS

- 2.1 When a nomination is to be submitted, the committee will prepare a letter of nomination and a brief summary of lifetime accomplishments indicative of the retiring employee's qualifications, and forward those materials along with their recommendation to the appropriate Associate Director. The accomplishments listed must clearly demonstrate significant contributions to programs and clientele of AgriLife Extension and the System. The Associate Director will forward the nomination to the Director for further actions.
- 2.2 All nominations should be submitted immediately following a nominee's retirement.
- 2.3 The Director will submit nominations through 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 about this procedure should be referred to the Director's Office at 979-845-7800.