

Texas A&M AgriLife Extension Service Rules

31.08.01.X1 | Granting of Emeritus Status

Reviewed: December 8, 2023

Next Scheduled Review: December 8, 2023

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RULE SUMMARY

Emeritus titles are granted by action of The Texas A&M University System (A&M System) Board of Regents on nomination by the Director, Texas A&M AgriLife Extension Service (AgriLife Extension). Emeritus status for persons jointly employed by two or more members of the A&M System requires the recommendation of each Chief Executive Officer involved.

This rule is required by A&M System Regulation 31.08.01 and outlines the process for granting emeritus titles to employees of AgriLife Extension.

PROCEDURES AND RESPONSIBILITIES

1.0 ELIGIBLE TITLES

AgriLife Extension titles that are eligible for nominations include:

- A. Extension Specialists – Professor and Extension Specialist, Associate Professor and Extension Specialist, Assistant Professor and Extension Specialist, Extension Specialist, Program Specialist, Program Director;
- B. Extension Agents – County Extension Agent, Extension Agent;
- C. Administrative Personnel - Agency Director, Executive Associate Director, Associate Agency Director, Assistant Agency Director, District Extension Administrator, Department Head, Associate Department Head, County Extension Director, Regional Program Leader.

2.0 ELIGIBILITY CRITERIA

The emeritus titles are conferred upon individuals who have made significant contributions to AgriLife Extension through long and distinguished service in administration, outreach and/or service while holding the positions identified by these titles. Also, the individual must have conducted himself/herself in a manner consistent with the code of ethical conduct found in A&M System Policy *07.01, Ethics*, throughout the individual's employment. Generally, over ten years of employment with one or more members would be considered long service; however, exceptions can be made in the length of service if recommended by the Director.

3.0 PROCEDURES FOR NOMINATIONS

- 3.1 Nominations will include a letter of recommendation from the nominee's program unit head, a summary of significant contributions to the agency indicative of the nominee's qualifications and a narrative statement that the nominee is retiring in good standing. Nominations should be forwarded to the appropriate Associate Director, who will forward the nomination to the Agency Director for further action.
- 3.2 The Director will submit nominations through appropriate A&M System administrators to the Board of Regents within 90 days of the nominee's retirement

4.0 PRIVILEGES AND RESPONSIBILITIES

Privileges and responsibilities for those individuals granted emeritus status are contained in A&M System Regulation *31.08.01, Granting of Emeritus Status to Faculty and Staff*.

5.0 COMMITTEE

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

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

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 07.01, Ethics](#)

[A&M System Policy 31.08, Emeritus](#)

[A&M System Regulation 31.08.01, Granting of Emeritus Status to Faculty and Staff](#)

CONTACT OFFICE

Questions about this procedure should be referred to the Director's Office at 979-845-7800.

REVISION HISTORY

Approved: January 29, 2001
Revised: March 10, 2004
October 29, 2012
February 5, 2014
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Revised: November 7, 2017
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