

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Emeritus Staff

**Regulation and Procedure
Number: URP: 05.495**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") recognizes that many staff employees perform exemplary service over the course of their careers with TWU. The University allows for a designation of emeritus for retired staff to honor these individuals for their dedication and service. Emeritus status is an honor reserved for those individuals providing longstanding and noteworthy service.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

1. "Staff" means a regular full-time (100% FTE) staff and regular part-time (50%-99% FTE) staff who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Regular employment is:
 - a. Full-time, with a normal schedule of forty (40) hours per week; or
 - b. Part-time, with a normal schedule of at least twenty (20) but less than forty (40) hours per week.

REGULATION AND PROCEDURE

I. Nomination

A. In order for a staff employee to be nominated for consideration of emeritus status, they must meet the following requirements:

1. A minimum of ten (10) consecutive years of dedicated and loyal service to Texas Woman's University. Shorter durations of not

less than five (5) years may be considered under unique circumstances at the discretion of the appropriate Division Vice President or Division Head;

2. Retired in good standing as defined by the University;
3. Has a record of noteworthy contributions throughout their career;
4. Nominated within three (3) years after retirement from the University; and
5. Three (3) letters in support of the nomination.

B. Nominations and supporting materials should be submitted by current or past employees to the appropriate Division Vice President or Division Head. The Division Vice President will review and submit their approval to the Vice President of Finance & Administration. The Vice President of Finance & Administration will review the submitted nomination and make the final determination for a recommendation of emeritus status to the Texas Woman's University Board of Regents.

C. Recommendations for emeritus status will be presented to the Texas Woman's University Board of Regents at a regularly scheduled Board of Regents quarterly meeting. Approval by the Board of Regents is the final approval required for emeritus status.

II. Emeritus Status Privileges

A staff member or administrator granted emeritus status shall be honored with the appropriate emeritus status title, as determined by the appropriate Division Vice President or Division Head, and have library borrowing privileges, access to a TWU-issued email, and a new TWU Identification Card noting their emeritus status, subject to the University's rules related to the use of such privileges.

III. Modifying or Removal of Emeritus Status

The bestowal of emeritus status is a distinctive honor, not a right. Emeritus status and privileges may be modified or removed at any time at the discretion of the University. A recommendation to remove emeritus status may be made by the appropriate Division Vice President or Division Head to the Chancellor and President ("Chancellor") in appropriate instances. The Chancellor's decision regarding modifying or removing emeritus status or privileges is final.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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