

# **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**

It is the policy of Texas Woman's University to allow for a designation of emeritus for retired staff that exemplified dedication to the University. Emeritus status is an honor reserved for those individuals providing longstanding, noteworthy service.

## **APPLICABILITY**

This policy is applicable to TWU Staff.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. Nomination**

#### **A. Nomination for consideration of emeritus status requires:**

1. Typically a minimum of 10 consecutive years of dedicated and loyal service to Texas Woman's University; however, shorter durations of not less than five years may be considered under unique circumstances at the discretion of the responsible Vice President;
2. Has retired in good standing as defined by the University;
3. Has a record of noteworthy contributions throughout her or his career;
4. Nomination within three years after retirement from the University; and

5. Three letters in support of the nomination.

B. Nominations and supporting materials may be submitted by current or past employees to the appropriate Vice President throughout the year for review.

C. Recommendations for emeritus status will be presented to the Texas Woman's University Board of Regents quarterly.

## II. Emeritus Status

A staff member or administrator granted emeritus status shall be honored with the appropriate emeritus status title, as determined by the responsible Vice President, and have library borrowing privileges, access to 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 Emerita/Emeritus status is a distinctive honor, not a right. Emeritus appointments and privileges may be modified and/ or removed at any time at the discretion of the university. A recommendation to remove emeritus status may be made by the appropriate Vice President to the Chancellor and President in appropriate instances.

## 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

**Publication Date:**

**Next Review:**