TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.12, **Emeritus Appointments**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide an orderly process for emeritus appointments, as authorized in the Board of Regents policy.

REVIEW: This HSCEP OP will be reviewed by March 1 of every fourth year (E4Y) by the Vice President of Academic Affairs, and Vice President of Faculty Affairs with recommendations for revisions submitted to the President by March 15.

POLICY/PROCEDURE:

1. The Chancellor, through recommendations by the President, may annually present the Board of Regents with recommendations for emeritus appointments. Nominations of individuals who meet the prerequisites outlined in Section 04.01.2, *Regents' Rules* (see below), should be sent to the President, through channels, by January 1. The President will forward his recommendations to the Chancellor for consideration and subsequent recommendation to the Board of Regents.

   Regents' Rules
   04.01.2 Emeritus Appointments

   (a) The title "Emeritus" may be conferred as recognition for long and faithful service, or for very distinguished service to the institution.

   (b) Members of the faculty with rank of professor or associate professor at retirement may be given emeritus appointments, provided they have completed at least ten years of service at a component institution or have been recommended on the basis of "very distinguished service." If emeritus status is proposed on the basis of very distinguished service, the operating manuals of a component institution shall prescribe a method for recommendation of emeritus status.

   (c) Administrative officers in major positions at the time of retirement from administrative duties may be considered for emeritus appointments.

   (d) Emeritus appointments are strictly honorary and without stipend.

   (e) Each such appointment shall be subject to approval by the board upon recommendation of the respective president and with the concurrence of the Chancellor.

2. Each School shall establish "very distinguished service" criteria and shall follow the procedures described below.

   a. **Paul L. Foster School of Medicine (PLFSOM)**

      (1) The Department Chair will submit a letter of recommendation and a copy of the nominee's curriculum vitae to the Dean of the Paul L. Foster School of Medicine.

      (2) The Dean will ask the PLFSOM Faculty Council Executive Committee to review the request and the nominee's qualifications, and advise the Dean regarding further, appropriate action.

(3) The Dean will forward a formal letter of recommendation to the President, as appropriate.

b. **Gayle Greve Hunt School of Nursing (GGHSON)**

(1) The Faculty Affairs Committee may make recommendations to the Dean for emeritus appointments. The recommendations will be based upon criteria established and maintained by the Committee.

(2) The Dean will review recommendations and forward formal letters of recommendation to the President, as appropriate.

c. **L. Frederick Francis Graduate School of Biomedical Sciences (FGSBS)**

(1) The Graduate Council will make recommendations to the Dean for emeritus appointments based on the criteria established by the FGSBS.

(2) The Dean will forward the recommendation to the President for appropriate action.

d. **Woody L. Hunt School of Dental Medicine (WLHSDM)**

(1) The Supervisor will submit a letter of recommendation and a copy of the nominee's curriculum vitae to the Dean of the Woody L. Hunt School of Dental Medicine.

(2) The Dean will ask the WLHSDM Faculty Council Executive Committee to review the request and the nominee's qualifications, and advise the Dean regarding further, appropriate action.

(3) The Dean will forward a formal letter of recommendation to the President, as appropriate.