
Emeritus Faculty in the College of Liberal Arts

Texas A&M University Standard Administrative Procedure (SAP) 31.08.01.M0.02 -- *Faculty Emeritus Status* (<http://rules.tamu.edu/PDFs/31.08.01.M0.02.pdf>) governs processes related to emeritus status for faculty. This College of Liberal Arts guideline provides faculty and department heads with further details on office space and other resources by emeritus Liberal Arts faculty who have separated from TAMU.

OFFICE USE AND PRIVILEGES

- 3.1 Emeritus faculty are encouraged to continue their active participation in campus life and, consistent with established policies, to avail themselves of University facilities. For more information, consult <http://ppo.tamu.edu/Services/Initiatives/Community-of-Faculty-Retirees>
- 3.2 With appropriate approvals, emeritus faculty may participate in graduate faculty activities and accept appointment on graduate committees.
- 3.3 Emeritus faculty may retain access to their TAMU email account. To ensure no interruption in service, please send a request at least three months prior to termination of employment to the Director of IT (itsc@tamu.edu).
- 3.4 Emeritus faculty currently retain the use of the university libraries and parking. Details are provided upon retirement.
- 3.5 As indicated in Section 3.3 of SAP 38.08.01.M0.02, emeritus faculty may request office space from the department head. The head is responsible for determining whether appropriate space is available and for assessing the extent to which the emeritus faculty member contributes directly to department's mission and goals. Office space granted to emeritus faculty may be different from prior assigned space. According to the SAP, the Dean is the final authority for initial and subsequent office assignments to emeritus faculty. A department head should address requests for space allocation to the dean and provide a brief justification for the request. Heads may elect to require brief reports of activities from emeritus faculty annually in preparation for seeking approval for office space.