



Recommendation for Staff Emeritus Status

INSTRUCTIONS Complete this form and obtain the required signatures for final approval/disapproval. Once approval is given by the University President, the nomination packet should be returned to the department head with a copy to Human Resources (HR). Individuals granted Staff Emeritus Status will be notified by the President, with a copy to the Department Head and Dean (for academic departments) or Vice President (for nonacademic departments).

Nomination packet should include:

1. A narrative statement of no more than two pages detailing the candidate's career history at Texas A&M University indicating involvement with the University and its subdivisions, professional accomplishments, committee memberships, leadership roles, personal accomplishments and institutional knowledge gained while working at the university.
2. A statement from the nominee's immediate supervisor confirming that the person has retired or will be retiring in good standing and the date of retirement.
3. A letter of recommendation from the appropriate immediate supervisor in the employee's role before retirement.

GUIDELINES University SAP 31.08.01.M0.01 - All staff members who **retire** from Texas A&M University in good standing with the title of **Director, Executive Director, Assistant Vice President, Associate Vice President, and Vice President, with at least 5 years in the position and at least 10 total years of University service**, may be nominated for Emeritus status. Completed nomination packets should be sent from the staff member's department through the chain of authority, up to Vice President (as applicable), to the Associate Vice President for Human Resource and Administrative Services.. **Date of Emeritus appointment to be effective upon Board of Regents approval and employee retirement.**

Candidate's Name		Job Title	
Candidate's Home Address			
Department		Date of Retirement	Years of Service at Retirement

SIGNATURES OF RECOMMENDATIONS

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
	Immediate Supervisor	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
	Department Head	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
	Dean (<i>if academic</i>) OR Division Vice President (<i>if nonacademic</i>)	Date

SUBMIT FORM TO HR FOR FURTHER APPROVAL

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
	Associate Vice President for Human Resources & Administrative Services	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
	University President	Date

AFTER RECOMMENDATION SIGNATURES ARE OBTAINED SUBMIT THE NOMINATION PACKET TO: Associate Vice President for Human Resources MS 1255	NEED HELP? HR Policy & Practice Review Phone (979) 862-3331 HRpolicy@tamu.edu
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