College of Engineering

Emeritus Status: Eligibility and Request Procedure

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1. Purpose

NMSU Administrative Rules and Procedures (ARP) 8.65 establishes eligibility criteria and benefits for Emeritus status but does not prescribe a request or review procedure, leaving that to individual colleges. The College of Engineering does not currently have a documented process for faculty to request Emeritus status. This policy establishes that process, consistent with ARP 8.65 and with the practice already in place in other NMSU colleges (e.g., the College of Arts & Sciences).

2. Eligibility

Per ARP 8.65, a faculty member is eligible to request Emeritus status upon separation from the University (by retirement or resignation) if both of the following conditions are met:

1. The faculty member is eligible for retirement under the New Mexico Educational Retirement Act or the Federal Civil Service; and
2. The faculty member is tenured by the University, or is a college-track faculty member who has been promoted (per College Faculty promotion policies) to the rank of College Associate Professor or higher.

Meeting these criteria establishes eligibility to request Emeritus status; it does not confer the status automatically. Emeritus status is granted through the request and review procedure described in Section 3.

3. Request and Review Procedure

Consistent with ARP 8.65, it is the responsibility of the faculty member to initiate a request for Emeritus status. The following steps apply:

1. Faculty request. An eligible faculty member submits a written request for Emeritus status to their Department Head, along with a current curriculum vitae and a brief (one-page) summary of their service, teaching, and/or research contributions to the College and University. Requests should typically be submitted at the time the faculty member gives notice of retirement or resignation. For the case of a Department Head, the request is submitted to the Dean, who forwards it to the department's Tenure and Promotion (T&P) Committee of the Department Head's Home Department.
2. Home Department. Each request is reviewed in, and Emeritus status is conferred in, the faculty member's Home Department, determined as follows:
    a. For a faculty member, the Home Department is the department of tenure or primary appointment.
    b. For a Department Head, the Home Department is the department they lead at the time of the request.
    c. For an Associate Dean, the Home Department is the department in which they hold tenure.

d. A Department Head or Associate Dean may request a different Home Department by submitting a written justification to the Dean with the Emeritus request. Approval requires the Dean and the concurrence of the receiving Department Head. If approved, the review in this Section and the privileges in Section 4 are handled by that department.

3. Department T&P Committee review. The Department Head forwards the request to the department's T&P Committee. The Committee reviews the request for eligibility under Section 2 and for the quality of the faculty member's contributions, and forwards a written recommendation to the Department Head, inclusive of a vote count (yes/no/abstain). For a request from a College-track faculty member, the Committee must also include at least one College-track faculty member at the rank of College Professor (appointed by the Department Head if no suitable candidate is available within the department). The faculty member requesting Emeritus status may not serve on the reviewing committee. If the Home Department has fewer than three eligible members available to serve, the committee is augmented with tenured faculty from other College of Engineering departments, nominated by the Department Head and approved by the Dean and the external member's Department Head, consistent with Sections 4.2.1 and 4.2.4 of the College of Engineering Promotion and Tenure Policies and Procedures.
4. Department Head recommendation. The Department Head develops their own recommendation and forwards it, together with the T&P Committee's recommendation and vote count, to the Dean along with the complete request portfolio. When the candidate is the Head of the Home Department, the Dean assumes the Department Head's responsibilities under this Section, the T&P Committee forwards its recommendation directly to the Dean, and no separate Department Head recommendation is required.
5. Dean review and conferral. The Dean reviews the request, the T&P Committee's recommendation, and the Department Head's recommendation, and makes the final decision on behalf of the College. If approved, the Dean notifies the faculty member in writing and forwards notice to the Provost's Office for recording, consistent with ARP 8.65.
6. Timeline. Department T&P Committees, Department Heads, and the Dean should work to complete review within 30 days of receiving a request, so that, where possible, Emeritus status takes effect concurrently with the faculty member's separation date.
7. Denials. A faculty member whose request is not supported may request reconsideration by the Dean and, if still unresolved, may pursue any avenue of appeal available under University policy.

4. Privileges and Benefits

Per ARP 8.65, Emeritus faculty receive the privileges and services available to all other faculty members. Specifically:

- Listed for life as Emeritus/Emerita in the official University directory.
- Receipt of general University publications upon request.
- May be issued a University identification card and be listed in the University phone directory.
- On-campus office or work space, if available, requested, and approved by the Department Head and Dean.

- Continued access to overhead funds held in the faculty member's PI accounts at the time of separation, if available, requested, and approved by the Department Head, Associate Dean of Research, and Dean. Approved funds must be used for University-related research, scholarly, or student-support activities in accordance with NMSU fiscal policies. Unless otherwise specified in the approval, access ends three years after separation, and any remaining balance reverts to the Home Department. Sponsored awards are governed by sponsor terms and University sponsored-projects policy and are not covered by this provision.
- May be requested to serve as an Emeritus consultant to the College or Department.

5. Policy References

- NMSU ARP 8.65 – Emeritus Status
- NMSU ARP 8.12 – Retirement, Educational (ERB)
