

STANDARD ADMINISTRATIVE PROCEDURE

31.08.99.M0.01 Esteemed Staff Status

Approved April 20, 2012

Revised December 13, 2016

Next scheduled review: December 13, 2021

Reason for SAP

Texas A&M University recognizes that many staff employees perform exemplary service over the course of their careers serving Texas A&M. In keeping with the traditions and excellence of Texas A&M, it is important to honor these individuals for their dedication and service. Staff employees, upon retirement or separation from Texas A&M, shall be eligible for appointment to Esteemed Staff status in those cases where an individual's service and contributions to Texas A&M have been particularly meritorious and significant.

This procedure outlines the eligibility, processes and procedures in designating an eligible staff employee as Esteemed Staff.

Procedures and Responsibilities

1. GENERAL

1.1 Eligibility

1.1.1 Staff employees, upon retirement or separation from Texas A&M University shall be eligible to be nominated for Esteemed Staff status.

1.1.2 Length of Service – Individuals who have served the Texas A&M University System in a staff position for at least twenty (20) cumulative or consecutive years. Exceptions to length of service requirement may be considered.

1.2 Title and Status – The designation of “Esteemed Staff” shall be added to the designation of rank or position of a person after official retirement or separation.

1.3 Reappointment – Persons who have been designated as Esteemed Staff may be reappointed for part-time or full-time service after official retirement or separation date in accordance with System policies and regulations. However, the payroll title for such appointments will be appropriate to the service performed and will not include the term “Esteemed Staff”.

2. NOMINATION REVIEW COMMITTEE

A Nomination Review Committee on Esteemed Staff shall be established according to the following provisions:

- 2.1 The Nomination Review Committee on Esteemed Staff is a committee drawn from the University Staff Council.
- 2.2 All communication from this committee will be through the Council's Executive Committee.

3. NOMINATION PROCEDURES

- 3.1 Nomination applications for Esteemed Staff status may be submitted at any time preferably no later than six weeks before the retirement or separation date, and must be submitted by the employee's department.
- 3.2 Nomination applications for Esteemed Staff status must include the following:
 - 3.2.1 Nomination for Esteemed Staff form
 - 3.2.2 A narrative statement of no more than two pages of the candidate's career history at Texas A&M indicating dedication to the University and its subdivisions, professional accomplishments, committee memberships, leadership roles, impact on coworkers/students/faculty/staff, and institutional knowledge gained while working at the university.
 - 3.2.3 A statement from the individual's immediate supervisor confirming that the person is in good standing and the date of retirement/separation.
 - 3.2.4 A letter of recommendation from the appropriate supervisor, describing meritorious and significant contributions the individual has made to Texas A&M University, approved by the department head and appropriate Dean or Vice President.

4. APPROVAL PROCESS

- 4.1 Completed nomination applications must be submitted to the Vice President of Human Resources and Organizational Effectiveness to confirm the individual's length of service. Once length of service is confirmed, the information will be sent to the Nomination Review Committee on Esteemed Staff.
- 4.2 The Nomination Review Committee on Esteemed Staff will review the information and provide the packet of information with a recommendation to approve/disapprove to the University Staff Council Executive Committee.
- 4.3 If approved, the University Staff Council Executive Committee will submit the nomination to the President.

5. PRIVILEGES AND RESPONSIBILITIES

- 5.1 Individuals who are granted the Esteemed Staff status will be notified by the President.
- 5.2 Esteemed Staff are encouraged to continue their participation in the varied activities associated with campus life and, consistent with established policies, to avail themselves of University facilities.
- 5.3 An individual granted Esteemed Staff status may, in addition to the benefits and privileges of all retired staff members:
 - 5.3.1 Be invited to university or division functions or events in the area of their interest.
 - 5.3.2 Be granted the use of services and facilities, including the university library and parking privileges, in accordance with university rules.
 - 5.3.3 Be granted office space at the discretion of the appropriate vice president when the division or department has a specific need for the specific abilities or talents of the Esteemed Staff.

Related Statutes Policies

[Policy 31.08: Emeritus/Emerita Titles](#)

[Regulation 31.08.01: Granting of Emeritus Status](#)

Forms

[Nomination for Esteemed Staff Status Form](#)

Contact Office

For information on clarification on this SAP, contact HR operations at (979) 845-7995 or by email at hr-feedback@tamu.edu.

OFFICE OF RESPONSIBILITY HR Operations