

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

RECOGNITION OF EMPLOYEES UPON RETIREMENT

APM 5.07 (Revised 5/2012)

- A. In order to provide recognition of the many employees who have made invaluable contributions to Sul Ross State University and to preserve a part of the history of the University, the following retirement recognition policy is hereby adopted.
- B. A record book to be located in the University Archives will be maintained on all University employees who retire or who die while employed at the University. The type of information included will vary with length of service to the University. Special recognition for longevity or exceptional contribution will be given. Recognition will be based on the following:

<u>Years of Service</u>	<u>Type of Recognition</u>
5 - 9	Biographical sketch and picture included in archival records, Departmental reception
10 - 19	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception
20 - 29	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception, Presidential resolution of appreciation (framed copy for employee)
30 and over	Biographical sketch and picture included in archival records (framed copy for employee and department), President's reception, Framed picture and presidential resolution of appreciation to hang in place of honor for public viewing (employee receives framed copy, also)

Presidential and Board of Regents resolutions of appreciation may be presented for exceptional contributions regardless of the years of service. Board of Regents resolutions are determined by the President and Faculty Assembly and submitted to the Board of Regents for final approval. Framed copies of each are provided to the employee.

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- C. If requested, retired faculty/staff members shall be issued an identification card denoting their previous rank and the designation “retired.” In the case of holders of an emeritus title, the identification card shall denote the applicable emeritus title. The retired faculty/staff member shall also be eligible for the same library privileges as active faculty/staff.