



Policy for Non-Faculty Research Emeriti Status

Office of the President

Policy Document Number: OP-10.1-2026

Adopted by the Board of Regents: May 15, 2026.

Policy Purpose: This policy provides the University the ability to award the designation of "Emeritus/Emerita" to a research staff member to recognize their outstanding performance while employed at the institution.



POLICY STATEMENT

Policy Statement:

The Board of Regents may award the designation of “Emerita/Emeritus” to a non-academic research staff member upon their retirement. Emeritus status is an honor conferred by the University to show respect for a distinguished career. It is not automatically conferred upon retirement.

GENERAL POLICY

2.1 Eligibility & Criteria

The status and title of Emerita/Emeritus (E/E) are conferred upon non-academic research staff members who retire and meet the following criteria:

- Each nominee for emeritus status must have been a full-time researcher at New Mexico Tech for at least 10 years.
- The nominee must have demonstrated excellence as a New Mexico Tech researcher.
- Status is an honor conferred to recognize a distinguished career and is not automatically conferred upon retirement.

2.2 Nomination & Approval Process

Nominations should be initiated by their Direct Supervisor or Director and submitted to the Office of Research for review. Recommendations should proceed from the Vice President of Research, to the President, and then the Board of Regents for approval. The nomination package for emeritus status must include:

- An updated curriculum vitae.
- A nomination letter that includes a substantive narrative addressing how the nominee qualifies for emeritus status. The nomination letter should refer to specific evidence of the nominee’s qualifications that includes citations of publications, grants secured, patents, awards or other acknowledgments of outstanding services, courses taught, evidence of student and technical mentorship, lab leadership and contributions to the University’s research mission. The letter should include the projects the applicant is engaged in, the students they are mentoring, and the student committees and other institutional activities on which they will continue to serve.

2.3 Privileges & Continued Service

The conferred title will be their rank at separation, with “Emerita” or “Emeritus” added. The E/E title is honorary and without obligation to the recipient. In addition to the right to use the title, the recipient is encouraged to continue participating in the University's research, service, and academic activities.

2.4 Space Allocation & Indirect Cost Recover

New Mexico Tech recognizes the loyalty and the continuing scholarly contributions of its Emerita/Emeritus research staff. To continue and facilitate these contributions, non-academic research divisions should endeavor to provide office and/or laboratory space for E/E staff. This should be decided on a space-available basis, with priority given first to non-retired employees, then to Emeriti who maintain active research or teaching programs, and finally to less active Emeriti.



To ensure efficient use of university resources, all space allocations for Emeriti shall be reviewed annually by the Supervisor or Director and the Vice President of Research. Laboratory space is contingent upon continued research productivity or active participation in the University's research mission along with maintaining a safe working environment. If laboratory space is not generating Indirect Cost Recovery or is required for active, full-time staff, the University may reassign office and lab space used by the Emeritus member. That includes relocating individuals to shared office environments.

All individuals are required to remain in compliance with the University's safety policies and training (e.g., conflict of interest), including any safety protocols specific to their activities. Additionally, prior to continued use of university facilities, a lab closeout plan should be proposed to and approved by their Direct Supervisor or Director and filed in the Office of Research so that it can be enacted at the appropriate time.

2.5 Campus Participation

Research Emeriti shall maintain the ability to serve on committees at New Mexico Tech.

Additionally, research Emeriti staff may be invited to serve as:

- Investigators on research proposals,
- A part-time instructor in areas of scholarly expertise,
- A member of a graduate committee,
- A graduate research advisor,
- A participant in staff meetings, and/or
- Other responsibilities as deemed appropriate by their home division.

Emeriti staff may retain access to their campus email address and access to campus facilities such as the library.

Service in these roles is subject to the following financial constraints: Any Emeriti serving as a Principal Investigator (PI) or Co-PI on sponsored research must obtain prior written approval from their supervisor or Director and the Vice President of Research. All related costs, including salary and fringe benefits, must be fully funded by external grants or departmental discretionary funds. The University will not provide institutional cost-sharing or in-kind salary support for Emeriti. Furthermore, all such appointments must comply with current New Mexico Educational Retirement Board's Return-to-Work regulations.

2.6 Administrative & IT Support

Emeriti may retain institutional email access and library privileges, provided they adhere to all institutional cybersecurity policies and completion of annual compliance training. If the maintenance of an Emeritus staff member's digital identity or access (e.g., specialized software licenses or premium cloud storage) incurs a direct per-user cost to the University, the home division or department shall be responsible for these costs via internal budget transfer.

2.7 Loss of privileges

An E/E staff member may lose or have relocated laboratory or office space if their activity level or the needs of the division change, at the discretion of the home division. Other privileges enumerated



above shall be maintained until and unless E/E status itself is lost.

2.8 Loss of status

An Emerita/Emeritus researcher may lose their status if they do not abide by NMT's research integrity policy, responsible conduct practices, or through the same procedures outlined in the Employee Handbook that would result in a research staff member losing their employment status.