

## Guidelines for Active and Non-Active Faculty and Staff Directory

The guidelines outlined below are applicable to CEHD full-time faculty (including professors of practice and TAMU employees serving as Lecturers and teaching courses on a regular basis) and staff. The employee directory is available online at <http://directory.cehd.tamu.edu/>

### TAMU NetID account

All TAMU faculty and staff receive a TAMU NetID account that enables them to access a wide variety of computing resources at TAMU. Visit the IT (<http://it.tamu.edu/>) website to activate your TAMU NetID account and change your password.

Tenured or Academic Professional Track faculty retirees with at least 10 years of benefits-eligible employment at TAMU and in good standing can apply for emeritus faculty status and continue to access their email account and library resources. Retiring faculty and staff wishing to retain their email addresses should contact [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

### Website faculty bio pages and faculty/staff directory

The primary contact information for all faculty and staff is managed by IT. Individuals may update selected information on their website after entering your TAMU NetID. Within 30 to 60 days of employment, all full time faculty and staff are included in the CEHD directory. Faculty members are strongly encouraged to email their supervisors additional information including school degrees, CV, publications, awards, research interests, and a short biography to complete their faculty bio page.

### CV

Faculty should include their CV and staff may include their resume. Per university policy, employees should not include any personal contact information (home address/phone, personal e-mail address etc.). Resumes or CVs may be submitted in Word or PDF file format.

### Photo

Headshots will be professional photos taken by CEHD authorized photographer within the past few years. Photo sessions are held 2-3 times per year, with invitations distributed to tamu.edu email addresses.

### Emeriti faculty and retired faculty

According to University SAP 31.08.01.M0.02 every individual who, at the time of retirement, holds a tenured appointment at TAMU and has served the university at least 10 years must be considered for emeritus status unless the faculty member requests in writing that he/she not be considered. Non-tenured faculty or those who have less than 10 years may also be considered. Emeritus/emerita and retired faculty will be included in the college directory. (<http://dof.tamu.edu/Awards-and-Honors/Emeriti-Nominations>).

### Esteemed Staff Status

According to University SAP 31.08.99.M0.01 staff employees upon retirement or separation from TAMU in good standing with at least 20 cumulative or consecutive years in a staff position within TAMU system may be nominated to the Committee on Esteemed staff. For benefits follow this link: <http://rules-saps.tamu.edu/PDFs/31.08.99.M0.01.pdf>. For nomination form (<https://employees.tamu.edu/media/367881/99-esteemedstaffstatus.pdf>).

### Removal from the directory

Faculty and staff listings in the college directory will be removed from the college website within 60 days of leaving the college. Exceptions will be made by the Dean depending on the prevailing circumstances.