



Cooper Union Policy on Emeriti Status

Introductory Statement:

Upon retirement from The Cooper Union for the Advancement of Science and Art ("The Cooper Union" or "College"), full-time faculty, librarians and deans may be considered for Emeriti status. Emeriti is a designation of honor for the retired individual whereby The Cooper Union and the candidate's colleagues recognize their achievements and contributions to the institution and their field of study.

This policy is created to standardize the criteria for eligibility, process for awarding, and benefits of receiving Emeriti status across the College.

Policy

As Emeriti status is an honor conferred by The Cooper Union to recognize a distinguished career, this policy establishes the criteria and process for nomination and approval, as well as the associated benefits.

I. Criteria

Each nominee for emeriti status must fulfill the following criteria:

- **Faculty / Librarian:** Full-time academic or administrative faculty member or librarian with a minimum of 10 years' experience at The Cooper Union.
- **Deans:** Must have completed a minimum of 5 years of continuous service as a Dean at The Cooper Union.
- **Demonstrated contributions:**
 - **Faculty / Librarian:** Contributions in teaching, scholarship, and service to the College.
 - **Deans:** Evidence of extraordinary institutional leadership, such as curricular innovations, school strategy, successful alumni affairs and fundraising outcomes, the establishment of high-impact partnerships, or the creation of influential external advisory boards.
- **External Impact:** Acknowledged contributions to their respective field both within The Cooper Union and externally, including leadership roles in national or international professional organizations.
- **Strong Character:** Careers characterized by integrity and high academic, civic and ethical standards, as well as serving as a positive role model for students.

II. Roles and Responsibilities for Implementation

Nominations

Faculty / Librarians: All eligible retiring faculty and librarians will be reviewed automatically for Emeriti status by the appropriate governing body in their respective school, faculty, or library. Individuals who have provided notice of retirement by the applicable retirement notification deadline will be considered during the academic year of their retirement. Individuals who provide notice after the deadline will be considered during the following academic year. The appropriate governing body shall forward a positive or negative endorsement to the Dean by March 1 of the applicable review year.

Deans: Recommendation by the President or via a joint recommendation from the President and the school's faculty committee. Such nomination may occur within 6 months prior to the Dean's announced retirement, or after their retirement.

Review Process

Faculty / Librarians: The Dean will review the governing body's recommendations and write a letter of recommendation for those individuals who the Dean supports, outlining the nominee's fulfillment of the above criteria. The Dean's recommendation must be sent to the President by April 1 each year.

Deans: Nominations for Deans will be referred to the Council of Deans for peer review. The Council will evaluate the nominee's institutional legacy and submit a collective recommendation to the President by April 1 each year.

Final Approval:

The President will make the final decisions on all recommendations for approval in time for the Emeriti status to be conferred at Commencement.

III. Compliance & Revocation

The title may be revoked if previous, current, or subsequent actions are inconsistent with the criterion as outlined above. The President or Board of Trustees reserves the right to rescind Emeriti status for conduct that brings the institution into disrepute, including violations of institutional policies or research misconduct. The Deans will be responsible for annually reviewing the activities of Emeriti faculty and librarians to ensure compliance with these standards.

IV. Benefits

In addition to privileges granted all retiring faculty (e.g., library consortium borrowing privileges; continued use of established Cooper Union email address) Emeriti faculty will enjoy the distinction of the added Emeriti status following their academic title along with additional privileges that will include the continued listing of profile page on the Cooper Union website, access to Microsoft license (Outlook, Word), a listing of highlighted scholarly and professional activities, personal Cooper Union letterhead reflecting their Emeriti status, and preferential seating/access to Public Programs.