



## Cooper Union Policy on Emeritus Status

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### Introductory Statement:

Upon retirement from The Cooper Union, full-time faculty and librarians may be considered for Emeritus status. Emeritus 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 Emeritus status across the college.

### Policy

As Emeritus 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 emeritus status must fulfill the following criteria:

- Full-time academic or administrative faculty member or librarian with a minimum of 10 years' experience at The Cooper Union
- Demonstrated contributions in teaching, scholarship, and service to the school
- Acknowledged contributions to their respective field both within The Cooper Union and externally
- Careers characterized integrity and by high academic, civic and ethical standards
- Served as a positive role model for students.

### II. Roles and Responsibilities for Implementation

To be considered for Emeritus status, a faculty member or librarian may be nominated by the appropriate governing body in their respective school, faculty or library, by way of a process that respects adopted governance practices. A nomination will be sent to the Dean within two weeks following the governing Body nomination proceeding but no later than March 1. The Dean will review the committee'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.

All eligible retiring faculty and librarians will be reviewed for Emeritus status automatically within the year following retirement by the appropriate governing body in their respective school, faculty, or library, and this review will include a positive or negative endorsement forwarded to the Dean by March 1. In each such instance, the Dean will attach their recommendations which may include additional recommendations to this endorsement and send to the President by April 1.

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

### III. Compliance

The title may be revoked if previous, current, or subsequent actions are inconsistent with the criterion as outline above. The Deans will be responsible to annually review the activities of Emeritus 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) Emeritus faculty will enjoy the distinction of the added Emeritus status following their academic title along with additional privileges that will include the continued listing of profile page on the Cooper Union website, a listing of highlighted scholarly and professional activities, personal Cooper Union letterhead reflecting their Emeritus status, and preferential seating/access to Public Programs.