



CORNELL UNIVERSITY

# Library

## **CORNELL UNIVERSITY LIBRARY**

Procedure #99

Approved May 19, 2023

### Awarding Emeritx/us/a Status

As set forth in the Faculty Handbook 5.5, a retiring librarian, associate librarian, archivist, or associate archivist who has served in that capacity at Cornell for ten or more years may ask to be considered for emeritx/us/a status.

1. After confirmation of a retirement date with their unit director or supervisor, but before that agreed upon date, a retiring Full or Associate Librarian/Archivist seeking emeritx/us/a status will submit their request to be considered to Library Human Resources with a cc to their unit director or supervisor. The request will take the form of a cover letter that briefly summarizes a candidate's qualifications and includes their date of hire, date of retirement (day, month, year), and preferred title (Librarian/Archivist or Associate Librarian/Archivist emeritx/us/a, accompanied by a CV.
2. AASC, with assistance from Library HR, will appoint Emeritx/us/a Status Review Board members for staggered two-year terms, parallel in structure to CUL's promotion review boards. The Emeritx/us/a Status Review Board will be charged with reading CVs and cover letters submitted by retiring Librarians/Archivists requesting emeritx/us/a status and recommending approval or denial of requests.

The Review Board will consist of five members of the academic staff of the Cornell University Library. All members must hold a rank at least equal to that of Associate Librarian or Archivist, with a recommended composition of three Librarians/Archivists and two Associate Librarians/Archivists.

To ensure that a full complement of Board members is always available, the AASC shall appoint an alternate member. Alternate members also serve for one two-year term. Alternate members are selected from the same list as regular members. Serving as an alternate does not count toward service as a regular member.

3. Library HR will notify the Review Board as soon as it has received applications awaiting review.
4. The Emeritx/us/a Status Review Board will meet to discuss submitted CVs and cover letters, recommend to approve or deny the status, and notify Library HR and the

University Librarian of the recommendation. The Review Board will complete reviews as expeditiously as possible, typically within 90 days of receipt. Applications will generally not be reviewed between June 1-September 1.

A letter will accompany the Review Board's recommendation for each candidate, summarizing the candidate's career achievements, contributions to the library, archival, or allied professions, and "meritorious service" to the university. While the process for awarding emeritx/us/a status is somewhat less formal than that for promotion, the criteria in CUL Procedure #13, Appendix B, reflect what is generally expected to demonstrate meritorious service by Full and Associate Librarians and Archivists.

5. The University Librarian will confirm or reject the Review Board's recommendation. As described in the Faculty Handbook 5.5, if the University Librarian makes a negative determination, the candidate is so informed and has 90 days to submit a written response.
6. Retiring Librarians/Archivists who have been granted emeritx/us/a status will be publicly acknowledged at a subsequent meeting of the Academic Assembly.