

## 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. Full or Associate Librarians/Archivists seeking emeritx/us/a status will submit their CV to Library Human Resources accompanied by a cover letter that includes the date of retirement, preferred title and their request to be considered for emeritx/us/a status, briefly summarizing their qualifications.
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, delivering recommendations to the University Librarian within 90 days of notification by Library HR.

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 and forward approved candidates to the Provost for final approval. 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.