

4.2 UNIVERSITY POLICIES FOR EMERITUS FACULTY

Retirement Policies

The following policies are intended to provide emeritus faculty with information relative to their status and affiliation with the university. Some policies exist as the result of University Bylaws or Faculty legislation. Others (identified with an asterisk) were outlined in a memo of August 19, 1993 to Academic Deans and Executive Staff by then Provost Malden C. Nesheim who stated that the policies may be subject to change as circumstances dictate, but not without approval of the provost. Additional policies are stated below under the Provost's Policy Statement on the Transition of Faculty to Emeritus Status.

***Athletic Facilities:** Emeritus faculty will have access to athletic facilities on the same basis as active faculty and they will have free admission to athletic events except for hockey.

***Chronicle:** The Cornell Chronicle shall be delivered online to the home addresses of the emeritus faculty without a campus office.

- Those with a campus office will receive copies in the same manner as active faculty.
- Those who wish to receive copies at their home address need to contact the Chronicle office. Copies are available at the Community Center for those emeritus residing at Kendal.

***Computer Services:** Allowances for the use of central university computing services shall be the same as for active faculty.

- Network IDs are assigned by Records Administration, Office of Human Resources.

***Courses:** Emeritus faculty can enroll and attend classes free, subject to space availability and approval from the instructor.

***Directory Listing:** Emeritus faculty shall be listed in the University Telephone Directory. Faculty should inform their department office of any change in address.

Identification Cards: All emeritus faculty should have a Cornell Identification Card, which indicates status as an emeritus member of the faculty. The Office of the University Registrar in Day Hall issues all Cornell photo ID cards. Be sure that "emeritus" appears on the card.

Legal Defense and Indemnification: Cornell University provides legal defense and indemnification to eligible individuals with respect to claims that arise from activity within the scope of university employment and/ or in the performance of authorized duties. To qualify, an individual must also request such defense and/ or indemnification and cooperate in the defense of any action or proceeding as provided in the University's Legal Defense and Indemnification Policy. A copy of that policy can be found at the Cornell University Policy Library website:

https://www.dfa.cornell.edu/sites/default/files/policy/vol4_9.pdf,

***Library:** Emeritus faculty will have full use of the library and library resources.

***Mail:** Mail services shall be provided by the department for emeritus faculty.

***Parking:** Free parking will be provided to emeritus faculty in certain specified areas. For those who are involved in university programs in a substantial way, free parking will be provided in lots that are generally used for others associated with the same work place.

Principal Investigator Eligibility: Participation as a Principal Investigator is conditional on the availability of departmental resources as determined by the department chairperson or center director.

Statler Club: Emeritus faculty receive free membership in the Statler Club. Cost of meals may be paid by check, credit card, or cash.

University Faculty Voting and Committee Status: According to the Bylaws of the University (Article XII), emeritus professors are voting members of the University Faculty. Therefore, they are eligible to serve on elected or appointed University Faculty committees. (Note: For college/school and department status, please refer to paragraphs 7. and 8. below.)

Provosts Policy Statement on the Transition of Faculty to Emeritus Status

The following extracts from the Provost's Policy Statement on the Transition of Faculty to Emeritus Status are intended to be retroactively effective for all faculty who retired on or after January 1, 1997: (The entire provost's statement adopted May 8, 1998, as amended June 17 and December 10, 1998, is available on the CAPE website:

https://emeritus.cornell.edu/benefits/benefits_home.html).

The current departmental, college, and university policies and procedures related to granting an individual faculty member emeritus status remains in effect. (See section 2.1 on Academic Appointments.)

1. The mode of address for retired faculty will be Professor X, Emeritus or Professor Emeritus in order to assist retired professors in seeking grant and contract funding.
2. By vote of their graduate fields, emeritus faculty will be granted the title Graduate School Professor of (field). This designation, which can be used on external grant and contract applications, will permit an individual to retain the rights of other graduate faculty in the field and to submit grant and contract applications which could provide for up to 50 percent of the individual's final pre-retirement salary. The General Committee of the Graduate School has approved this title for renewable five-year terms.

Note: The following extract from Graduate School policy further clarifies the status of Emeritus Faculty in the Graduate School:

A "Graduate School Professor of (Field)" is an emeritus professor who retains all the rights of other Graduate Faculty. A "Graduate School Professor of (Field)" may continue to serve as a member of special committees, as a chair, as a co-chair, or as a minor member. This can happen in two ways:

- The retired faculty member may continue as either chair or as a minor member of those special committees on which she or he was serving at the time of retirement.
 - If the faculty in the field so vote, a retired Graduate Faculty member may be appointed to a five-year term in the field and hence on the Graduate Faculty, during which time that professor may serve as a minor member or co-chair of a special committee. To become a committee co-chair or minor member after retirement, the Graduate faculty member must reside in the Ithaca area. The student must have a second, minor member of the committee in the major field. The five-year terms are renewable.
3. All retired faculty who remain in the Ithaca area (or Geneva area for those who were faculty at the Geneva Experiment Station) and desire office space on campus will be guaranteed a minimum of a desk, file cabinet, book case, basic telephone connections in shared office space, with a continuation of basic clerical support. Space will be allocated by the department chair taking into account departmental needs and space availability. When office space is unavailable within the department, the Dean will make space available as close to the department as possible. The allocation policy will treat faculty who have retired on an equitable basis with non-retired faculty based upon post-retirement levels of teaching, research/scholarship, and outreach/extension activities.

4. Laboratory/experimental space is not an entitlement for all faculty who make the transition to emeritus status. Rather, such space will be provided by department chairs whenever possible for those individuals who maintain an active research program that are characterized by:
 - sufficient external funding to support their research activities including the support of technical assistants, post-doctoral fellows, and graduate students
 - continuing contributions to the department's academic mission and vision; and
 - demonstrable contributions to the discipline through the propagation of the products of their research in relevant mediums (e.g., books, articles, chapters, patents, presentations, etc.).
5. Upon retirement, faculty will receive \$2,000 per year from their college for a period of five years after retirement in an account for reimbursement of professional activities. Money not spent in a particular year may be carried forward into subsequent years, but not beyond the fifth year. The Office of the Dean of Faculty recommends that you contact your department chair and then the dean of your college or school to begin this process.
6. Retired faculty will be eligible for hire-back arrangements for specified periods of time.
7. Each college and school has been requested to consider revising their policies to permit emeritus to retain all of the college/school rights and privileges of active faculty members, including voting rights in the college/school faculty.
8. Emeritus faculty are to be welcome to attend departmental faculty meetings. Each department will set its own policies regarding voting rights and privileges, but these policies will be put in writing.
9. Each college and school has been requested to form a standing Committee on Emeritus Faculty. The committee will advise the faculty and dean on matters of importance to emeritus faculty. The committee should consist of an equal number of emeritus faculty to be selected by the emeritus faculty of the college/school and active faculty members appointed by the Dean. The chair of the committee will be an emeritus faculty member.
10. The Cornell Association of Professors Emeriti Office (CAPE) is located in 229 Day Hall and can be reached by contacting: 255-6608, cape@cornell.edu. CAPE
 - will be encouraged to create an exhaustive roster of past and present academic and non-academic roles performed by emeritus faculty on and off of the campus. This database will serve as a clearinghouse of opportunities, and as a resource for the faculty considering retirement.
 - will be encourages to facilitate the development of additional service roles retired faculty can play, including, but not limited to, "university without walls" programs, town-gown seminar series, etc.
 - will be encouraged to develop a webpage for emeritus faculty with a link to this new clearinghouse (described in a and b, a above).
11. The Faculty Senate will reserve one seat for CAPE to be elected by the membership of CAPE, so that the views of emeritus faculty will always be represented in the Faculty Senate.

Cornell Association of Professors Emeriti (CAPE)

CAPE was established in 1982 (formerly called the Association of Cornell University Emeritus Professors) to establish social and professional community among retired individuals who share the experience of being Cornellians; and to facilitate the use of their skills and knowledge in the service of the university.

The CAPE Office is responsible for routinely circulating information to emeritus faculty and for coordinating CAPE's many activities. It also maintains current information on retirement policies that are prepared in cooperation with Benefit

Services and the Office of the Dean of Faculty. CAPE has office hours from 8:30am – 3:30pm Tuesday-Thursday. Further information can be accessed on their website: <https://emeritus.cornell.edu/>

In addition to other activities held throughout the year, there is one general meeting of CAPE. Persons are eligible for membership on the basis of their inclusion in any one of the following three categories:

- Those who have been awarded the title of professor emeritus by presidential action.
- Those retired from the professional staff at Cornell who performed an academic function (e.g. taught or researched, were librarians or extension associates, academic counselors or advisors).
- Those from the nonacademic staff of the administration or extension who have been granted emeritus status by the Cornell University Board of Trustees (e.g. director of the budget, emeritus; director of admissions, emeritus university counsel, emeritus; and so forth).