



# CORNELL ASSOCIATION OF PROFESSORS EMERITI

## PERQUISITES AND PRIVILEGES

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### INTRODUCTION

Cornell University provides many benefits to its retirees. Most of these benefits are described in booklets for the university’s endowed and contract colleges. These booklets, entitled “Retirement and Beyond” are published by the Benefit Services division of the Office of Human Resources and cover such topics as health insurance, Cornell Children’s Tuition Scholarships, and tax deferred annuities and can be obtained by contacting the Benefits Office, 130 Day Hall.

CAPE’s brochure, “Perquisites and Privileges”, is drawn from the seventh edition of the Faculty Handbook (2002) supplemented by independent consultation with various offices responsible for implementing university policy. The most relevant portion of the Faculty Handbook is Section 4.2, which includes extracts from the “Provost’s Policy Statement on the Transition of Faculty to Emeritus Status” of 1998. This brochure may be accessed from CAPE’s webpage: <https://emeritus.cornell.edu>. CAPE is responsible for preparing and distributing this brochure. This brochure

is not an official university publication and its statements of policy are not legally binding and are subject to change.

Members of the academic staff who have retired or are considering retirement are urged to consult the websites maintained by CAPE and the Dean of the Faculty (listed below), as well as their department heads and University Benefit Services for further information.

CAPE: <https://emeritus.cornell.edu>

Dean of Faculty: [theuniversityfaculty.cornell.edu](http://theuniversityfaculty.cornell.edu)

Benefits Services: <https://ohr.cornell.edu/benefits>

### CORNELL ASSOCIATION OF PROFESSORS EMERITI (CAPE)

Acting on recommendations developed by a committee chaired by Vice President Ronald Ehrenberg and endorsed by the University Faculty Senate, the University formally recognized the Cornell Association of Professors Emeriti (CAPE) in 1998. The charter specifies that its purposes are 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”.

It also specifies that membership be open to retired librarians, extension associates, and other members of Cornell’s professional teaching, research, advising, and administrative staffs as well as those who had been granted the title professor emeritus. CAPE’s current membership fee is \$20.00 per year.

An elected Executive Council oversees the functions of the Association. The CAPE office, located at 229 Day Hall, is open Tuesday-Thursday 8:30-4:00 and may be reached by telephone: 255-6608 or by e-mail: [cape@cornell.edu](mailto:cape@cornell.edu).

In fulfilling the purposes noted above, CAPE:

- maintains a list of activities of emeritus faculty on and off campus as a resource for retired faculty and those considering retirement;
- encourages and facilitates the development of additional

activities for retired faculty, including “university-without-walls” programs, town-gown seminars, etc., some of which are conducted in conjunction with the Cornell Retirees Association (CRA), a parallel organization that includes emeritus professors as well as non-academic staff;

- arranges for monthly informal roundtable luncheons at an off-campus restaurant;
- sponsors public lectures (typically four each semester) of particular interest to members of CAPE;
- organizes and sponsors computer classes and workshops in conjunction with the staff of Mann Library;
- organizes and staffs the Information Outpost Program to help incoming students find their assigned residence halls on opening day each fall;
- maintains information and resources, in addition to a library of brochures, pamphlets, and other material of special interest to retiring and emeritus faculty;
- maintains a webpage <https://emeritus.cornell.edu> with links to some of the activities and opportunities noted above and other matters of interest to retired faculty.

### **ATHLETIC EVENTS**

Emeritus faculty enjoy free admission to all Cornell athletic events except men’s ice hockey and post-season games. The Department of Athletics and Physical Education mails notifications and instructions for exercising this privilege annually, therefore those who wish to take advantage of this benefit should take care to update their mailing addresses with the athletic department.

### **CORNELL WELLNESS PROGRAM**

Cornell Wellness Program has waived membership fees for emeritus faculty. Wellness membership includes use of a day- locker in Teagle Hall or Helen Newman Hall, fitness and nutrition consultations, workout clothes and towel, and access to campus fitness centers, swimming pools, and fitness classes. Membership in the Wellness Program includes these benefits plus free participation in the “Classes For Healthy Aging” group fitness programs. Spouses of emeritus faculty may join the program at the current, regular rate. Wellness Program information and schedules can be found at [wellness.cornell.edu](http://wellness.cornell.edu).

Wellness membership cards may be obtained by contacting Beth McKinney, Director, CU Wellness Program at 607-255-3703 or [bm20@cornell.edu](mailto:bm20@cornell.edu).

### **COURSES**

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

### **DIRECTORY LISTING**

Emeritus faculty are listed in the University Telephone Directory. Faculty members should inform their department office of any change in address. Changes can be made online by going to: <http://whoiam.cornell.edu>.

### **IDENTIFICATION CARDS**

All emeritus faculty should have a Cornell identification card that specifies their status. Because “Emeritus” status provides benefits in addition to those associated with the status of “Retired,” it is important to have that designation appear on the card. Cards are issued by the Office of the University Registrar, B07 Day Hall.

### **LEGAL DEFENSE AND INDEMNIFICATION**

While retirement as an emeritus professor does not automatically confer coverage under the University’s Legal Defense and Indemnification Policy, emeritus professors may be so covered if they are performing services for the University at the prior written request of the dean of the college or director of the division upon approval by the Provost, even if they receive no remuneration for such services. Coverage would be with respect to claims that arise from 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. The University Policy can be found here: [http://www.policy.cornell.edu/vol4\\_9.cfm](http://www.policy.cornell.edu/vol4_9.cfm).

### **LIBRARY**

Emeritus faculty have full use of the library and library resources.

### **MAIL**

Emeritus faculty receive regular mail service through their academic departments.

### **TRANSIT PRIVILEGES**

Professors emeriti and retirees can use their CU photo ID card at the fare box, Monday - Friday, to ride TCAT buses on the Cornell campus and among Cornell facilities located downtown and near the airport—and pay no fare. Please note: The CU photo ID card is the fare medium and must be

presented at the fare box—and read electronically—in order to ride at no cost. Retirees who have returned to work at the university may be eligible for different and/or additional privileges. For more information, call Cornell Commuter and Parking Services at 255-4600.

## **PARKING**

Emeritus faculty are provided with free parking.

Emeriti maintaining an office on campus may obtain a free annual parking permit from the Commuter and Parking Services office at 116 Maple Avenue. The same is true for emeriti returning to part or fulltime work. As space allows, the parking permit will be for lots that are generally used for others associated with the same work place. Other emeritus faculty may stop at one of the parking and information booths show their Emeritus ID card and receive a no-cost permit that provides all day parking in any visitor parking place. The permit is also valid in the parking areas signed A, CC, CF, CP, E, K, ME, O, SA, R, TH, W, and WE. Retirees volunteering on a regular basis should contact Commuter and Parking Services, 116 Maple Avenue, Telephone 255-PARK for more information about parking options and prices. Information about parking options can also be found at: <http://www.transportation.cornell.edu>.

## **PRINCIPAL INVESTIGATOR ELIGIBILITY**

The mode of address for retired faculty with emeritus status is “Professor X, Emeritus” or Professor Emeritus X.” These formal designations are designed to assist in seeking grant and contract funding. Participation as Principal Investigator is conditional on the availability of departmental resources as determined by the department chairperson or center director.

## **GRADUATE SCHOOL PROFESSOR**

By vote of their graduate fields, emeritus faculty may be granted the title Graduate Professor of (*Field*). This designation, which can be used on external grant and contract applications, enables an individual to retain the rights of other graduate faculty in the field and to submit grant and contract applications that provide up to 50 percent of the individual’s pre-retirement salary. The General Committee of the Graduate School has approved this title for renewable five-year terms. A Graduate School Professor may continue to serve either as chair or minor member of special committees on which he or she was serving at the time of retirement. Otherwise, a Graduate School Professor may serve only as minor member or co-chair, and only if he or she resides in the Ithaca area and the committee includes a second or minor member in the student’s major field.

## **OFFICE SPACE**

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 are entitled to a desk, file cabinet, book case, basic telephone connections in shared office space, with a continuation of basic clerical support. Space is allocated by the department chair, taking into account the needs and space availability of the department. When office space is unavailable within the department, the dean will make space available as close to the department as possible. This allocation policy treats emeritus faculty on an equitable basis with non-retired faculty based upon post-retirement levels of teaching, research, scholarship, and outreach/extension activities.

## **LABORATORY SPACE**

Not all emeritus professors are entitled to laboratory or experimental space, but department chairs do provide such space whenever possible for those who maintain an active research program that is 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.).

## **REIMBURSEMENT FOR PROFESSIONAL ACTIVITY EXPENSES UPON RETIREMENT**

Upon retirement, emeritus faculty receive \$2,000 per year from their college for a period of five years for reimbursement of professional activities. Those who wish to take advantage of this benefit should seek approval from their department chair and college dean in advance. Money not spent in a particular year may be carried forward into subsequent years, but not beyond the fifth year.

## **HIRE-BACK ARRANGEMENTS**

Emeritus faculty are eligible for hire-back arrangements for specified periods of time in accordance with the needs of the department and college.

## **FACULTY SENATE**

The Faculty Senate reserves one seat for a CAPE representative, who enjoys voting privileges.

## **VOTING RIGHTS AND PRIVILEGES**

According to University Bylaws (Article XII) emeritus professors are voting members of the University Faculty. As such, they are eligible to serve on elected or appointed University Faculty committees. Furthermore, the “Provost’s Policy Statement on the Transition to Emeritus Status” calls on colleges and schools to revise their policies to permit emeritus faculty to retain all of the rights and privileges of active faculty members, including voting rights. While stating that emeritus faculty are to be welcome to attend departmental faculty meetings, it allows each department to set its own policies regarding voting rights and privileges provided that these policies are put in writing.

Voting rights of emeritus professors other than at the university level vary from college to college and from department to department within the colleges. Formal policies on voting rights have been formulated by the College of Engineering, the College of Veterinary Medicine, and the College of Human Ecology.

- Emeritus faculty of the College of Engineering retain all of the rights and privileges of active faculty members, including voting rights. Emeritus faculty members of this college are welcome to attend departmental faculty meetings.
- In the College of Veterinary Medicine, professors emeriti are not ordinarily included as full members of the College and department faculties. However, they are invited to attend college faculty meetings as nonvoting members. They may be granted voting privileges in the college or in departments by the respective faculties when deemed appropriate.
- In the College of Human Ecology, emeritus professors who request to do so may attend and vote at meetings of the college faculty for three years after retirement. This privilege may be renewed annually. Departments of the College of Human Ecology as a general rule allow attendance and participation short of voting.

Full statements of the College of Engineering and the College of Veterinary Medicine may be found on the CAPE website <https://emeritus.cornell.edu>.

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Information on this brochure will be updated as necessary. See the CAPE website: <https://emeritus.cornell.edu> for current versions.

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(November 2014)

## Appendix A.

### Engineering College Policy On Emeritus Faculty

Purpose: To recognize the service and accomplishments of our emeritus faculty members and to promote their active participation in the affairs of the College of Engineering.

- (i) Emeritus faculty members shall retain all of the college rights and privileges of active faculty members, including voting rights in the college faculty.
- (ii) Emeritus faculty members shall retain the departmental rights and privileges of active faculty members including access to mail distribution, directory listing, secretarial help, and computer and library services.
- (iii) Office and laboratory space shall be allocated by the department/school chair taking into account departmental needs and the space availability. Except when precluded by resource constraints, the allocation policy shall treat emeritus faculty members on an equitable basis, based on their level of research and teaching activity.
- (iv) Emeritus faculty members are welcome to attend departmental faculty meetings. Each department may set its own policies regarding voting rights and privileges.
- (v) Emeritus faculty members may perform departmental teaching, advising, and other service duties with appropriate compensation as agreed with the department chair.
- (vi) A four member Committee on Emeritus Faculty shall be formed as a standing committee of the college faculty. It shall advise the faculty and dean on matters of importance to emeritus faculty. The committee shall consist of two emeritus faculty to be selected by the emeritus faculty and two active faculty members to be appointed by the Dean. The chair of the committee shall be one of the two emeritus faculty members.

With prior written approval from the Dean of Engineering, exceptions to these policies may be made at the school/department level to address special problems or situations.

Approved 2/16/93  
William B. Streett, Dean

## Appendix B.

### The Role of Emeritus Professors in The College of Veterinary Medicine at Cornell University (May 2, 1992)

The most recent Trustee legislation defines the honorary academic title, Professor Emeritus, as follows:

*"Professor Emeritus. Any member of the professorial staff who retires after ten years in the rank of university professor, professor, or associate professor and who has rendered distinguished and meritorious service to the University, may be appointed Professor Emeritus by the President after recommendation by the members of the particular department and the dean of the college or school faculty to which the retiring member belonged."*

Emeritus professors represent a valuable resource, developed through many years of experience and service to the University and College communities. Many continue to serve, either as volunteers or for partial reimbursement for teaching or service functions to the benefit of the Department. Some continue to conduct independent research under fully funded grants. Emeritus professors often serve as advisors, departmental historians, librarians, newsletter publishers, authors and providers of services to the broader scientific and veterinary communities.

Policies and practices for emeritus professors should reflect the interests of the College and academic departments, as well as those of the individual emeritus faculty members who wish to maintain their association with the College or the department. The

institution recognizes the need to give primary consideration to the active faculty but is also desirous of retaining the experience and skills of its emeriti by promoting mutually beneficial practices that encourage their continued involvement.

The purpose of the following Guidelines is to define the role of Emeritus Professors in the College, and to outline the provisions for their support in carrying out functions of benefit to the department and College. Of equal importance is the desirability of encouraging department chairs and faculty to avail themselves of the expertise and experience of Emeritus Professors. These Guidelines have been endorsed by the Faculty, the College Executive Committee and the Dean.

## **Guidelines**

### **1. Emeritus Professor Advisory Committee**

To provide a focus for service to and from the emeritus faculty at the College level, an Emeritus Professor Advisory Committee appointed by the Dean will provide advice in support of the aforementioned objectives and serve as a resource for faculty approaching retirement. It will, in addition, maintain a roster of retirees; their willingness to serve; areas of expertise, industrial, governmental and academic contacts; availability; and University commitments. The Committee will be composed of both active and emeritus professors and chaired by an emeritus professor.

### **2. Preretirement Planning**

The College, through its Personnel Office, will work with the other statutory colleges and the University to develop and maintain a coordinated informational program for potential retirees. Retirement planning should be a continuous process and retirement materials should be made readily available.

The department chair should initiate and maintain communications with faculty nearing retirement. Discussions about potential involvement and possible support should begin at least three to five years before actual retirement, to the extent that this can be known. Discussions should establish and endeavor to match faculty and department interests, and cover possible areas for continued scholarly involvement. This should include the potential for a transitional period of phased retirement when such an option is in the interests of both the faculty member and the department. By helping the more senior faculty plan for retirement, there is likely to be a more orderly provision of vacated faculty lines and, thus, better planning for the College and the departments.

### **3. Provisions for Continuing Involvement**

Emeritus faculty have individual interests and potential for making active contributions to department and College goals. Some may wish to continue actively in teaching, research or professional service. Others may leave the local area and have no further interest in participation. Most will have interests between these extremes. It is recognized that the most effective involvement is likely to be at the department level. Appropriate support for varying levels of involvement may be as follows:

- a. **Emeritus faculty rehired on a part-time basis.** For such faculty, adequate office space, secretarial help, facilities and funding opportunities shall be provided to meet the agreed upon tasks. Generally appropriate support will be negotiated and included in the agreement to rehire.
- b. **Faculty, not rehired, who wish to continue actively to participate in teaching, research or professional service in their scholarly field.** Frequently these individuals have ongoing research support, long experience, and can offer much to department programs. Such faculty who are capable should be encouraged to continue their contributions. Provisions should include: private or shared office, depending on the space available in the department and the anticipated level of activity of the faculty member (this may be smaller or less well located than the office occupied before retirement); secretarial services commensurate with the continued contribution to department goals (should include coverage of professional correspondence); laboratory, computing or other facilities may be made available to the extent that funds and space permit. It is recognized that the first access to limited facilities should go to non-retired faculty, who are developing their careers. However, emeritus faculty who have active research or teaching responsibilities that can contribute to department goals should receive consideration in the allocation of research and teaching facilities.
- c. **Faculty who wish to participate at a limited level, in teaching a course, in continuing a specific research problem or in other scholarly activities related to department goals.** Provisions should include a desk, in at least a shared office, and easy access to space where the faculty person can meet with students or other persons related to scholarly activities. Secretarial help should be made available as appropriate to meet continuing needs and to pursue department objectives.

- d. **Faculty who wish to attend seminars, carry on correspondence in their fields, but not continue activities on a daily basis.** Provisions should include a desk in a shared office, opportunity to receive mail, and to carry on limited correspondence as needed. Secretarial support to permit correspondence with students and professional associates should be made available as appropriate.
- e. **Faculty who move from the Ithaca area, or who have no interest in maintaining active contact with department or professional field.** No physical facilities are needed, but a secretary may be assigned to forward mail.

4. **Faculty Status**

The University grants to each college and department the authority to determine its voting membership. In the College of Veterinary Medicine, professors emeriti are not ordinarily included as full members of the College and department faculties. They are, however, invited to attend College faculty meetings as nonvoting members and may be granted voting privileges in the College or in departments by the respective faculties when it is deemed appropriate.

Department chairs are encouraged to invite the comments of their emeritus faculty on matters where their perspective and opinions may be especially helpful. For example, the recommendation to grant emeritus status is likely to benefit from an historical perspective.

5. **Indemnification**

While retirement as an emeritus professor does not automatically confer coverage under the University's Indemnification Policy, emeritus professors may be so covered if they are performing services for the University at the prior written request of the dean of the college or director of the division upon approval by the provost, even if they receive no remuneration for such services.