

Approved at the December 11, 2003 Executive Committee Meeting:

13. APPROVAL OF GUIDELINES FOR EMERITUS ADMINISTRATORS:
Voted to approve the following guidelines to be applied by the Administration when considering nominations of university administrators to be honored with the title of emeritus/a:

Emeritus Administrator Nominations: The "emeritus" or "emerita" title is intended to recognize distinguished and meritorious service to Cornell. This honorific designation is reserved for administrators who have occupied leadership positions of significant responsibility over an extended period of time. Nominations will therefore be extended only in exceptional circumstances. As a general rule, an individual will not be considered for this honor unless he or she has met the foregoing criteria and:

- a. Served at least 5 continuous years in an executive position appointed by the Board of Trustees; or
- b. Served at least 10 continuous years at Cornell as a senior administrator (i.e., within two levels of reporting relationship to the president); or
- c. Served at least 20 total years at Cornell in a university-wide administrative leadership position(s) (e.g., within three or four levels of reporting relationship to the president).

Nominations for emeritus/a administrators should be forwarded to the president who, following appropriate consultation, will decide whether to forward the nomination to the Board of Trustees. It is expected that all nominations for emeritus administrator recognition will be supported by appropriate documentation of eligibility, including evidence of "distinguished and meritorious service to Cornell."