Section IV.B.5.1 Emeritus Designation Procedures

These procedures supplement and clarify Section IV.B.5.1 of the Lone Star College System District Policy Manual (“Policy Manual”) last revised by the Board of Trustees on March 2, 2017—setting out the College’s policy regarding the Board conferring the “Emeritus” title on former or retiring College employees.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on December 14, 2017 [INSERT DATE]. The notice and comment period was open online to the public from [INSERT DATE] November 14, 2017 to [INSERT DATE] December 14, 2017.

1. **Scope of Procedures.** These procedures govern the application and eligibility for employees seeking the Emeritus designation. Nothing in these procedures creates a right or expectation regarding an Emeritus designation. Such decisions are completely discretionary and are not subject to any type of administrative review or appeal.

2. **Eligibility.** Retiring and former College employees who worked at the College for a minimum of fifteen 15 years are eligible to apply for the Emeritus designation. Retiring and former College employees who worked at the College for less than 15 years may be approved as an exception by the Chancellor on written request.

3. **Application Submission.** Eligible retiring and former College employees shall submit applications for the Emeritus designation to the applicable college president or vice chancellor over their division between January 1st and February 15th each year. Applications should contain the following: (1) a cover letter no longer than two-three pages detailing significant positive contributions to the College through the employee’s long and distinguished service in administration, teaching, support, or other service; and (2) the employee’s resume or curriculum vitae. The cover letter’s focus should be on the applicant’s positive and lasting contributions—significantly above and beyond what is normally expected of employees—to the College’s strategic initiatives, i.e., Academic & Workforce Program Quality, Student Success, Financial Responsibility & Accountability, Culture, and Partnerships.

4. **Application Review.** On or after February 15th, the receiving president or vice chancellor shall review the applications submitted for how they align with the College’s strategic initiatives, and subsequently forward each application to the Chancellor with a recommended or not recommended status no later than March 15th of that year. The Chancellor shall review each application, recommended or not recommended status, and determine which applicants, if any, are recommended to the Board to receive the Emeritus designation.

4.5. **Chancellor Notification.** The Chancellor shall notify each applicant of the determination by April 15th of that year. Employees recommended by the Chancellor to receive the Emeritus designation may be recognized at the Regular Meeting of the Board of Trustees in May of that year.
5.6. **Reconsideration Requests.** First-time applicants **not chosen to receive** the Emeritus designation may request reconsideration by re-applying in a subsequent year using these procedures. Applicants may request reconsideration only once.

**Approved: December 15, 2017**

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Stephen C. Head, Chancellor
Lone Star College