

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fifth Edition**

absent faculty member will be paid in accordance with the part time rate-of-pay schedule. A non-exempt employee whose work hours exceed 40 in the week in which they substitute is entitled to receive overtime or compensatory time in accordance with the Compensation policy.

(b) Replacement Instructors

If a faculty member or an adjunct cannot meet assigned instructional responsibilities over an extended time period, the college's chief instructional officer may arrange for one or more persons to assume the person's assigned classes. An employee who accepts the additional classroom assignment will receive additional compensation in accordance with the compensation schedules and guidelines.

(c) Interim Appointments

The Chancellor or designee may appoint a full-time employee to serve in a different, vacant position for a period usually shorter than a calendar year. The appointed employee will receive a monthly stipend until the interim assignment ends. If the employee serving in the interim position applies to the permanent position, they cannot serve in any capacity on the permanent-position search committee and cannot direct-appoint the permanent position.

(d) Acting Capacity

The Chancellor may appoint an employee to serve in an acting capacity for a specific length of time in a position that is temporarily vacated because the permanent position holder is on approved leave. The appointed employee receives a monthly stipend until the appointment ends. In unusual circumstances, a person who is not a current College employee may be appointed to a position in an acting capacity but is not be issued an employment contract. If the permanent position holder does not resume the position as anticipated, the policy governing interim appointments will apply.

IV.B.5. Emeritus

IV.B.5.1 Emeritus Designation

Upon the Chancellor's recommendation, the Board may confer the "Emeritus" title upon retiring faculty, administrators, or staff to recognize significant contributions to the College through long and distinguished service in administration, teaching, support, or other service. The Emeritus title does not confer any employment status or rights. Emeritus privileges include presentation of an appropriate commemorative, listing in the College's annual catalog for the life of the honoree, invitation to the annual May commencement ceremonies with special seating privileges, introduction and recognition during the commencement program, invitation to other College activities and special events, and use of College library materials. The Chancellor shall develop procedures for nominating and recommending qualified individuals for the Board to consider to receive the Emeritus title.

LSCS Policy Manual Section adopted by the Board of Trustees on March 2, 2017