

## 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**. The notice and comment period was open online to the public from **November 14, 2017** to **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 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.

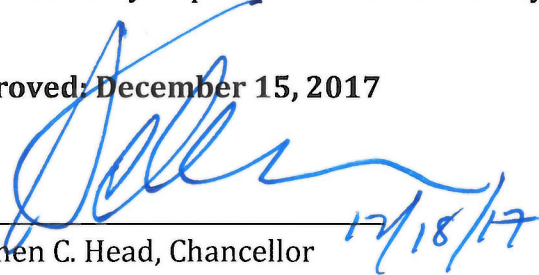
**3. Application Submission.** Applications for the Emeritus designation may be submitted to the applicable college president or vice chancellor over their division between January 1st and February 15th each year. Applications should contain the following: (1) a cover letter no longer than two pages detailing significant 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.

**4. Application Review.** On or after February 15th, the receiving president or vice chancellor will review the applications submitted and forward each to the Chancellor with a recommended or not recommended status no later than March 15th of that year.

**5. Chancellor Notification.** The Chancellor will notify applicants by April 15th of that year. Employees chosen to receive the Emeritus designation will be recognized at the Regular Meeting of the Board of Trustees in May of that year.

**6. Reconsideration Requests.** First-time applicants declined 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