


RECEIVED


**APR 20 2018**  
**University of Louisiana at Lafayette**  
 Ray P. Authement  
 College of Sciences  
**Personnel Action Form**  
 Official Hire Date (HR USE ONLY) \_\_\_\_\_

Full Name (Last, First, MI) (Ph.D.)  
 Department Name Biology  
 Job Title Assistant Professor  
 Supervisor for this Position Paul Leberg  
 Assigned Department # 2710  
 CLID/ SSN \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Proposed Effective Date 01/01/2019  
 EEO# EEO SC 8-17  
 New Position: (If No, Incumbent TBN)  Yes  No  
Neigel 999204

Street: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Home Phone: \_\_\_\_\_  
**APR 24 2018**

**OFFICE OF FACULTY AFFAIRS**

**ACTION TO BE TAKEN (Choose ONLY one of the four in bold)**

**New Hire**  Rehire  **Continuing Appointment** (Attach Resume/Application)  
 Transfer in?  No  Yes | If Yes from where? \_\_\_\_\_  
 Full Time  
 Part Time Percent Employed \_\_\_\_\_ %  
 Classified  Unclassified  
 Probational  Staff  
 Permanent  Academic/Faculty -  
 WAE (1245 hours max) **Tenure Track?**  Yes  No  
 Emergency Temporary End Date: \_\_\_\_\_

**Temporary (Pooled Position/Adjunct)**  
 From \_\_\_\_\_ To: \_\_\_\_\_  
 Full Time  Part Time Percent Employed \_\_\_\_\_ %  
 Staff  
 Academic/Faculty  
 Temporary Part-time (Formerly Casual Labor)

Check if this is a retiree returning to work

Graduate Teaching Assistant  Doctoral Fellow  
 Graduate Research Assistant  Masters Fellow  
 Graduate Assistant  Tuition Waiver Only  
 Graduate Student (Hourly)  Federal Work Study  
 Student Worker (Hourly)

Appointment Period:  
 Fall & Spring Semester  Fall Semester  Fall Break  
 Spring Semester  Spring Break  
 Summer Session  Summer Break  
 Other: \_\_\_\_\_

# of hours working per week: \_\_\_\_\_

**Job Change/Modify Appointment**  
 Department Change  Interim Appointment  
 Promotion (Classified only)  
 Position Change  
 Probation to Permanent  Granted  Not Granted  
 LWOP From: \_\_\_\_\_ To: \_\_\_\_\_  
 LWP From: \_\_\_\_\_ To: \_\_\_\_\_

**Salary Adjustment/Pay Rate Change (attach justification)**  
 Base Pay  Special Pay  
 Variable Pay  Other  
 Extra Compensation  Summer Pay  
 Home Dept Supervisor Approval: \_\_\_\_\_  
 (For Extra Comp Only)

**Termination/Agency Transfer Out/Cancel Appointment**  
 Resignation  Dismissal  
 Retirement  Expiration of Appointment  
 Death  Cancellation of Appointment  
 Transfer Out to: \_\_\_\_\_

**TEACHING WORKLOAD**

Course	Section	Credit
Biol 321	001	3

**COMMENTS/JUSTIFICATION:**

Hired to replace Dr. Neigel who has retired.

MAY 1 2018

Pay Rate: \$ 81,000.00 Indicate If:  Hourly  Academic Year (9 mo.)  Semester  
 Monthly  Annual Year (12 mo.)  Other \_\_\_\_\_  
 Does Not Earn Leave

**Funding Source:**  
 Main Operating Account: 1000 2710 \_\_\_\_\_ 100.00 % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Adjunct Faculty Funds:  Graduate Assistant, Tuition Waiver:  Yes  No Dept. # Charged 2710

Tenure Probationary Period: 4 years Tenure Review Code: 01225  
 (PROVOST OFFICE USE ONLY)

Reset Form

**EDUCATIONAL DEGREES:**

Degree	Date	University	Major Area
BS	05/2007	University of Tennessee, Knoxville	Ecology and Evolutionary Biology
PhD	05/2012	University of Tennessee, Knoxville	Ecology and Evolutionary Biology

Total years of full-time teaching experience (excluding G.A.): 0  
 Of the total, list number of years at UL Lafayette: 0 Other: 0

Total years of other professional-related experience: 5.75  
 Of the total, list number of years at UL Lafayette: 0 Other: 5.75

**List Recent Related Positions:**

Dates	Employer	Position
08/2014 to	Rutgers University	Postdoctoral Associate
01/2014 to 05/2014	University of Tennessee, Knoxville	Instructor
06/2012 to 12/2013	University of Tennessee, Knoxville	Postdoctoral Associate

If employed previously at UL Lafayette, indicate date NA Department NA

Candidate meets the SACS teaching criteria at the:  By degree (Undergraduate Only)  Undergraduate and Graduate Level  
 By other competency (Undergraduate Only)  Does not include instruction

Pending receipt of official transcript from: U of Tenn / Knoxville by: 11.1.18

DEGREE DESIGNATIONS (Budgetary Purposes): [B; M; M+1; M+2; ABD; D] D

Personnel Action Form Approvals

Routing Order	Print Name	Signature	Submission Date
(1) Submitted By:	<u>Paul Leberg</u>	<u>[Signature]</u>	<u>8/28/2017 8/12/18</u>
By signing I acknowledge that an official employment offer must not be made prior to final approval of the action by the President and that completion of all required employment documents must be verified through Human Resources prior to the employee's first day of work. Unauthorized hiring may result in disciplinary action.			
(2) Department Head/Director:	<u>Paul Leberg</u>	<u>[Signature]</u>	<u>4/12/18</u>
(3) Dean of College (If Applicable)	<u>Dr. Azmy Ackleh</u>	<u>[Signature]</u>	<u>4-23-18</u>
(4) Dean of Graduate School (If Applicable)	<u>Not Applicable</u>		
(5) Faculty Affairs (Academic Affairs Only)	<u>Robert McKinney</u>	<u>[Signature]</u>	<u>4.30.18</u>
(6) CHRO/EEO:	<u>Paul D. Thomas</u>	<u>[Signature]</u>	<u>5/4/18</u>
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	<u>Budget/Finance</u>	<u>[Signature]</u>	<u>5-4-18</u>
(8) Vice President:			
(9) Provost (If Applicable)		<u>[Signature]</u>	<u>5/18/18</u>
(10) President:	<u>Dr. E. Joseph Savoie</u>		
(11) Vice President, Administration:	<u>Jerry Luke LeBlanc</u>	<u>[Signature]</u>	<u>5/7/18</u>

**For HR & Budget Use Only:**

Position Information: Incumbent CLID: 00053119 EEO Number: SC 8-17

Job Code \_\_\_\_\_ Position Number 999204

Position Title Assistant Professor

FLSA  Exempt  Non-Exempt F1 Background Check Submitted:  Yes  No Completed Date: \_\_\_\_\_

Date Offer Made: \_\_\_\_\_ Date Offer Accepted: \_\_\_\_\_ Start Date: \_\_\_\_\_ On-boarding Date: \_\_\_\_\_

NO requisition in Cornerstone  
 Change title on NBARJOB or NBARJOB