



6/18: J. Leblanc, D. Calais, Payroll, HR, Provost, McKinney, Roberts, Sheppard

University of Louisiana at Lafayette

Personnel Action Form

APPROVED
JUN 07 2018

Official Hire Date (HR USE ONLY)

Full Name (Last, First, MI)
Department Name
Job Title
Supervisor for this Position
Assigned Department #

Curriculum and Instruction
Visiting Assistant Professor
Dr. Peter Sheppard
1000-2320

CLID/SSN
Date of Birth
Proposed Effective Date **JUN - 5 2018**
EEO# or ReqID **Req 226**
New Position: Yes No
(If No, Incumbent TBN) **TBN-Mayers**

Street: _____ Contact Email: _____
City _____ State _____ ZIP _____ Home Phone: _____

MAY 16 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
 Classified Unclassified
 Probational Staff
 Permanent Academic/Faculty -
 WAE (1245 hours max) Tenure Track? Yes No
 Emergency Temporary End Date: **5/17/19**

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 Semester Fall Break
 Fall & Spring Semester 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: _____

WORKLOAD BY

| Sem | Course# | Sec.# | Credit | Course Title |
|------|---------|---------|--------|--------------|
| FALL | READ | 410-001 | 3 | |
| FALL | READ | 410-002 | 3 | |
| FALL | READ | 520-001 | 3 | |

RECEIVED JUN 15 2018
Vice President for Academic Affairs

Activities (i.e. advising, research, scholarship)

COMMENTS/JUSTIFICATION:

To be hired for academic year 8-1-2018-May, 2019 as Visiting Assistant Professor in Curriculum and Instruction Department replacing Dr. Edith Mayers who is retiring.

Pay Rate: \$ **58,000.00** Indicate If: Hourly Academic Year (9 mo.) Semester
 Monthly Annual Year (12 mo.) Other
 Does Not Earn Leave

Funding Source:
Main Operating Account: **1000-2320** 100% Other: _____ %
Other: _____ % Other: _____ %
Other: _____ % Other: _____ %
Other: _____ % Other: **0** %
Adjunct Faculty Funds: Graduate Assistant, Tuition Waiver: Yes No Dept. # Charged _____

Tenure Probationary Period: **n.a.** Tenure Review Code: _____
(PROVOST OFFICE USE ONLY)

Received in May 2018

per Ann Voce, Ptr Sheppard's Admin Ass't (C&I)

EDUCATIONAL DEGREES:

| Degree | Date | University | Major Area |
|--------|------|---|-----------------------------|
| PHD | 2018 | University of Virginia at Charlottesville, VA | C & I and Special Education |
| M.S. | 2012 | Duquesne University, Pittsburgh, PA | Educational Studies |
| B.A. | 2007 | Bucknell University, Lewisburg, PA | English and Education |

Total years of full-time teaching experience (excluding G.A.): 6 years
 Of the total, list number of years at UL Lafayette: 0 Other: _____
 Total years of other professional-related experience: 0
 Of the total, list number of years at UL Lafayette: 0 Other: _____

List Recent Related Positions:

| Dates | Employer | Position |
|-------------------|------------------------|------------------------------------|
| 1/2014 to 5/2018 | University of Virginia | Academic Coordinator, teacher, ter |
| 8/2013 to 6/2018 | University of Virginia | Graduate Research Assistant |
| 8/2013 to 12/2014 | University of Virginia | University Supervisor |

If employed previously at UL Lafayette, indicate date N/A Department _____

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: UVA by: 7.31.2018

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: | Dr. Peter Sheppard | | 5-16-18 |
| <small>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.</small> | | | |
| (2) Department Head/Director: | Dr. Peter Sheppard | | 5-16-18 |
| (3) Dean of College (If Applicable) | Dr. Nathan Roberts | | 5-16-18 |
| (4) Dean of Graduate School (If Applicable) | Dr. Mary Farmer-Kaiser | _____ | _____ |
| (5) Faculty Affairs (Academic Affairs Only) | Robert McKinney | | 5.21.18 |
| (6) CHRO/EEO: <u>GM</u> | Paul D. Thomas | | 6/1/18 |
| (7) Budget/SPFAC (SPFAC-Restricted Accounts Only) | Budget/Finance | | 6-12-18 |
| (8) Vice President: | _____ | _____ | _____ |
| (9) Provost (If Applicable) | _____ | | 6/20/18 |
| (10) President: | Dr. E. Joseph Savoie | _____ | _____ |
| (11) Vice President, Administration: | Jerry Luke LeBlanc | | 6/16/18 |

For HR & Budget Use Only:

Position Information: Incumbent CLID: C00252284 EEO Number: Req 226 F9
 Job Code: SOC 25-1081 Position Number: 999273
 Position Title: Visiting Asst Prof
 FLSA Exempt Non-Exempt Background Check Submitted: Yes No Completed Date: _____
 Date Offer Made: _____ Date Offer Accepted: _____ Start Date: _____ On-boarding Date: _____