



FEB 20 2019

University of Louisiana at Lafayette

Official Hire Date
(HR USE ONLY)

Vice President
for Academic Affairs

Personnel Action Form

Full Name (Last, First, MI) _____ CLID/SSN _____
 Department Name English Date of Birth _____
 Job Title Adjunct Instructor Proposed Effective Date 01/14/2019
 Supervisor for this Position Dayana Stetco EEO# _____
 Assigned Department # 2506 New Position: Yes No
 (If No, Incumbent TBN) **RECEIVED**

Street: _____ Contact Email: _____ FEB 11 2019
Lafayette LA 70508 Home Phone: _____
 City State ZIP

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 01/14/2019 To: 05/17/2019
 Full Time Part Time Percent Employed 50.00=40%
 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)
 Student Worker (Hourly) Federal Work Study

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: _____

TEACHING WORKLOAD		
Course	Section	Credit
ENGL 102 (9)	HS8	3
ENGL 102 (17)	HS9	3

COMMENTS/JUSTIFICATION:

Pay Rate: \$ 1,300.00 Indicate if: Hourly Academic Year (9 mo.) Semester SPRING 2019
 Monthly Annual Year (12 mo.) Other
 Does Not Earn Leave

Funding Source: Account # 2628-2040-610106-10
 Main Operating Account: _____ % Other: _____ %
 Other: Account # above 100.00 % Other: _____ %
 Other: _____ % Other: _____ %
 Other: _____ % Other: 100.00 %

Adjunct Faculty Funds: Graduate Assistant, Tuition Waiver: Yes No Dept. # Charged _____

Tenure Probationary Period: N/A Tenure Review Code: _____
 (PROVOST OFFICE USE ONLY)

mg

EDUCATIONAL DEGREES:

Degree	Date	University	Major Area
MA	08/2004	California State Univ- Bakersfield	English

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

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

List Recent Related Positions:

Dates	Employer	Position
08/2010 to _____	Ascension Episcopal School	English Teacher
08/2008 to 05/2010	Westminster Christian School	English Teacher
08/2004 to 05/2006	ST. John Lutheran School, California	English Teacher

If employed previously at UL Lafayette, indicate date: 12/2018 Department: English

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: Calif. St. U. Bakersfield by: 3-19-19

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

Personnel Action Form Approvals

Routing Order	Print Name	Signature	Submission Date
(1) Submitted By:	Amanda Doyle		02/05/20189
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:	Dayana Stetco		
(3) Dean of College (If Applicable)	Jordan Kellman		2-7-19
(4) Dean of Graduate School (If Applicable)	Not Applicable		
(5) Faculty Affairs (Academic Affairs Only)	Robert McKinney		2.12.19
(6) CHRO/EEO:	Paul D. Thomas		2/14/19
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	Budget/Finance		2-19-19
(8) Vice President:			
(9) Provost (If Applicable)			2/21/19
(10) President:	Dr. E. Joseph Savoie		
(11) Vice President, Administration:	Jerry Luke LeBlanc		2/20/19

For HR & Budget Use Only:

Position Information: Incumbent CLID: _____ EEO Number: _____

Job Code _____ Position Number _____

Position Title _____

FLSA Exempt Non-Exempt Background Check Submitted: Yes No Completed Date: _____

Date Offer Made: _____ Date Offer Accepted: _____ Start Date: _____ On-boarding Date: _____