



# University of Louisiana at Lafayette

## Personnel Action Form

Official Hire Date

(HR USE ONLY)

7/1/18

Full Name (Last, First, MI) Hebert, Jaimie L. ULID or SSN C00185664  
 Department Name Provost & V.P. for Academic Affairs Date of Birth \_\_\_\_\_  
 Job Title Provost & Vice President for Acad. Affairs & Professor Proposed Effective Date 07/01/2018  
 Supervisor for this Position E. Joseph Savoie EEO# or ReqID AA 16-16  
 Assigned Department # 2000 New Position:  Yes  No  
 (If No, Incumbent TBN) TBN Henderson

Street: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Lafayette LA 70503 Home Phone: \_\_\_\_\_  
 City State ZIP

**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 \_\_\_\_\_ %  
 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  
 Student Worker  Federal Work Study

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/Reallocation  
 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 to: \_\_\_\_\_

**WORKLOAD AY**

Sem	Course#	Sec.#	Credit	Course Title

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

**COMMENTS/JUSTIFICATION:**

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

**Funding Source:**

Main Operating Account: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
**100.00** %

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

Tenure Probationary Period: \_\_\_\_\_ Tenure Review Code: \_\_\_\_\_  
 (PROVOST OFFICE USE ONLY)

Reset Form

EDUCATIONAL DEGREES:

Degree	Date	University	Major Area
Ph.D.	1990	University of Louisiana at Lafayette	Statistics
M.S.	1980	University of Louisiana at Lafayette	Statistics
B.S.	1986	University of Louisiana at Lafayette	Statistics

Total years of full-time teaching experience (excluding G.A.): 15 years Other: \_\_\_\_\_  
 Of the total, list number of years at UL Lafayette: \_\_\_\_\_  
 Total years of other professional-related experience: 28 years Other: \_\_\_\_\_  
 Of the total, list number of years at UL Lafayette: \_\_\_\_\_

List Recent Related Positions:

Dates	Employer	Position
2016 to 2018	Georgia Southern University	President
2011 to 2016	Sam Houston State University	Provost & VP for Academic Affairs
2005 to 2011	Sam Houston State University	Dean, College of Arts & Sciences

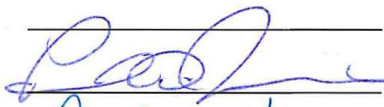
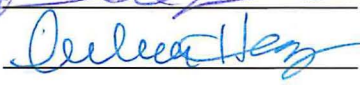
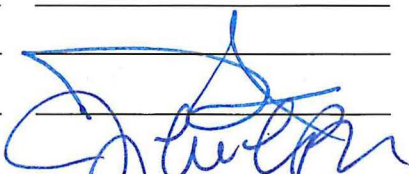
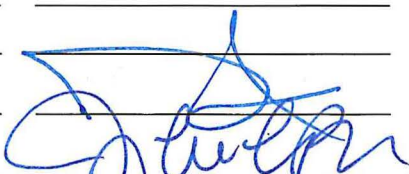
If employed previously at UL Lafayette, indicate date 1986-1990 Department G.A. in Statistics

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: \_\_\_\_\_ by: \_\_\_\_\_

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>E. Joseph Savoie</u>	_____	<u>05/31/2018</u>
<i>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.</i>			
(2) Department Head/Director:	_____	_____	_____
(3) Dean of College (If Applicable)	_____	_____	_____
(4) Dean of Graduate School (If Applicable)	<u>Dr. Mary Farmer-Kaiser</u>	_____	_____
(5) Faculty Affairs (Academic Affairs Only)	<u>Robert McKinney</u>	_____	_____
(6) CHRO/EEO: <u>SM</u>	<u>Paul D. Thomas</u>		<u>6/13/18</u>
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	<u>Budget/Finance</u>		<u>6-13-18</u>
(8) Vice President:	_____	_____	_____
(9) Provost (If Applicable)	_____	_____	_____
(10) President:	<u>Dr. E. Joseph Savoie</u>		<u>6/5/18</u>
(11) Vice President, Administration:	<u>Jerry Luke LeBlanc</u>		<u>6/13/18</u>

For HR & Budget Use Only:

Position Information: Incumbent CLID C00280297 EEO Number: \_\_\_\_\_  
 Job Code \_\_\_\_\_ Position Number 999499 UE  
 Position Title \_\_\_\_\_  
 FLSA  Exempt  Non-Exempt Background Check Submitted:  Yes  No Completed Date: \_\_\_\_\_  
 Date Offer Made: \_\_\_\_\_ Date Offer Accepted: \_\_\_\_\_ Start Date: 7/1/18 On-boarding Date: \_\_\_\_\_