



**RECEIVED**  
**SEP 20 2018**

**University of Louisiana at Lafayette**  
**Personnel Action Form**

Official Hire Date  
 (HR USE ONLY)

Full Name (Last, First, Middle Initial) Chad Parker **SEP 6 2018** CLID/SSN \_\_\_\_\_  
 Department Name History Date of Birth \_\_\_\_\_  
 Job Title Adjunct Instructor Proposed Effective Date 08/15/2018  
 Supervisor for this Position Chad Parker EEO# \_\_\_\_\_  
 Assigned Department # 2508 New Position:  Yes  No  
 (If No, Incumbent TBN) \_\_\_\_\_

Street: \_\_\_\_\_ Contact Email: \_\_\_\_\_ **AUG 30 2018**  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Home Phone: \_\_\_\_\_

**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 08/15/2018 To: 12/14/2018

Full Time  Part Time Percent Employed 40.00 %

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
HIST 221 (12)	HS1	3
HIST 221 (14)	HS2	3

**COMMENTS/JUSTIFICATION:**

**SEP 06 2018**  
**OFFICE OF FACULTY AFFAIRS**

Pay Rate: \$ 1,300.00 Indicate If:  Hourly  Academic Year (9 mo.)  Semester FALL 2018  
 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*



Reset Form

**EDUCATIONAL DEGREES:**

Degree	Date	University	Major Area
BA	12/1990	Univ. Of Southwestern LA	History
MA	12/1992	Univ. of Southwestern LA	History

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
08/2003 to 08/1994	St. Thomas More High School	Hist Department Chair/Instructor
08/1994 to 05/2003	Academy of Sacred Heart	History Instructor
08/1993 to 05/1994	Univ. of Southwestern LA	History Adjunct


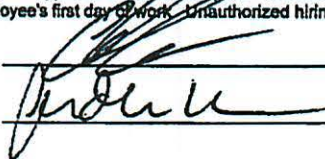
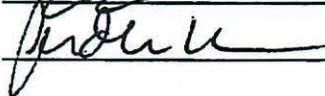


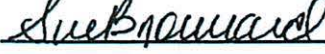
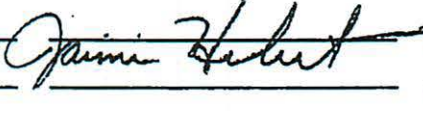

If employed previously at UL Lafayette, indicate date: 05/2018 Department: History

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] M

**Personnel Action Form Approvals**

Routing Order	Print Name	Signature	Submission Date
(1) Submitted By:	<u>Amanda Doyle</u>		<u>08/28/2018</u>
<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:	<u>Chad Parker</u>		<u>8/28/18</u>
(3) Dean of College (if Applicable)	<u>Jordan Kellman</u>		<u>8-30-18</u>
(4) Dean of Graduate School (if Applicable)	<u>Not Applicable</u>		
(5) Faculty Affairs (Academic Affairs Only)	<u>Robert McKinney</u>		<u>9.10.2018</u>
(6) CHRO/EEO: <i>son</i>	<u>Paul D. Thomas</u>		<u>9/11/18</u>
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	<u>Budget/Finance</u>		<u>9/12/18</u>
(8) Vice President:			
(9) Provost (if Applicable)			<u>9/26/18</u>
(10) President:	<u>Dr. E. Joseph Savoie</u>		
(11) Vice President, Administration:	<u>Jerry Luke LeBlanc</u>		<u>9/21/18</u>

**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: \_\_\_\_\_