



06/01/17: J. Leblanc, Provost, McKinney, M. Francis, D. Calais, D. Castille, T. Menard, HR

# University of Louisiana at Lafayette

## Personnel Action Form

Official Hire Date  
(HR USE ONLY)

7-1-17

**RECEIVED**

II Name (Last, First, MI) \_\_\_\_\_  
 Department Name: Bl Moody III College of Business Adminis.  
 Job Title: Dean & Professor  
 Supervisor for this Position: Dr. David Danahar  
 Assigned Department #: 2201

CLID/ SSN \_\_\_\_\_  
 Date of Birth: 04/04/1969  
 Proposed Effective Date: 07/01/2017  
 EEO#: BA 10-15  
 Yes  No  
 TBN: John

Office of the President  
(If No, Incumbent TBN)

JUN 15 2017

Street: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 City \_\_\_\_\_ state \_\_\_\_\_ ZIP \_\_\_\_\_ Home Phone: \_\_\_\_\_

### 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 100.00 %  
 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 Semester  Fall Break  
 Fall & Spring Semester  Spring Semester  Spring Break  
 Summer Session  Summer Break  
 Other \_\_\_\_\_  
 # of hours working per week: \_\_\_\_\_

**OFFICE OF HUMAN RESOURCES**  
 COMMENTS/JUSTIFICATION:  
**OFFICE OF HUMAN RESOURCES**

Job Change/Modify Appointment  
 Department Change  Interim Appointment  
 Promotion (Classified only)  
 Position Change (Resignation template)  
 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

**RECEIVED**

MAY 04 2017

**OFFICE OF FACULTY AFFAIRS**

**RECEIVED**  
 MAY 2 2017  
**OFFICE OF HUMAN RESOURCES**

Pay Rate: \$ 232,500.00 Indicate If:  Hourly  Academic Year (9 mo.)  Semester  
 Monthly  Annual Year (12 mo.)  Other  
 Does Not Earn Leave

Funding Source:  
 Main Operating Account: 2201 100.00 % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Other: \_\_\_\_\_ % Other: \_\_\_\_\_ %  
 Adjunct Faculty Funds:  Graduate Assistant, Tuition Waiver:  Yes  No Dept. # Charged \_\_\_\_\_

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

**EDUCATIONAL DEGREES:**

Degree	Date	University	Major Area
Ph.D.	06/2005	Auburn University	Management
M.A.	12/1993	University of Tulsa	Industrial/Organizational Psyc
B.A.	05/1991	University of Southern Mississippi	Psycholoav

Total years of full-time teaching experience (excluding G.A.): 12  
 Of the total, list number of years at UL Lafayette: 0 Other: 12

Total years of other professional-related experience: 19  
 Of the total, list number of years at UL Lafayette: 0 Other: 19

**List Recent Related Positions:**

Dates	Employer	Position
07/2014 to	University of Southern Mississippi	Assoc. Dean/Operations & Accred.
08/2012 to	University of Southern Mississippi	Associate Professor, Management
01/2011 to	Becton Management Solutions	President/Owner

If employed previously at UL Lafayette, indicate date \_\_\_\_\_ 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: Auburn Univ. by: 7.6.17

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:	Melissa Francis	<i>Melissa Francis</i>	4/26/17
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:	_____	_____	_____
(3) Dean of College (If Applicable)	_____	_____	_____
(4) Dean of Graduate School (If Applicable)	Dr. Mary Farmer-Kaiser	_____	_____
(5) Faculty Affairs (Academic Affairs Only)	Robert McKinney	<i>Robert McKinney</i>	5.15.17
(6) CHRO/EEO:	Paul D. Thomas	<i>Paul D. Thomas</i>	5/26/17
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	Budget/Finance	<i>Position is budgeted @ \$25000 awh</i>	_____
(8) Vice President:	_____	_____	_____
(9) Provost (If Applicable)	_____	<i>HA Hancock</i>	4/27/17
(10) President:	Dr. E. Joseph Savoie	<i>E. Joseph Savoie</i>	6/19/17
(11) Vice President, Administration:	Jerry Luke LeBlanc	<i>Jerry Luke LeBlanc</i>	5/31/17

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