



8/13/18: J. Leblanc, D. Calais, Payroll, HR, Provost, McKinney, Ackleh, Chu, Istre

JUL 25 2018

University of Louisiana at Lafayette

Personnel Action Form

Official Hire Date
(HR USE ONLY)

Full Name (Last, First, MI) _____ JUL 31 2018
 Department Name School of Computing and Informatics ULID or SSN _____
 Job Title Instructor ET Date of Birth _____
 Supervisor for this Position Dr. Chee-Hung Henry Chu Proposed Effective Date 08/15/2018 8/1/18
 Assigned Department # 2750 EEO# or ReqID Req. 390
 (If No, Incumbent TBN) Yes No

Street: _____ Contact Email: _____
 City _____ State _____ ZIP _____ Home Phone: _____
 JUL 27 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 Percent Employed _____ %
 Classified Unclassified
 Probational Staff
 Permanent Academic/Faculty -
 WAE (1245 hours max) Tenure Track? Yes No
 Emergency Temporary End Date: 05/10/2019

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 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/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
F	150	3	3	CMPS: Introduction to CMPS
F	260	1	3	CMPS: Intro to Data Structures & Software Design
F	101	1	3	INFX: Informatics Fundamentals
S	150	3	3	CMPS: Introduction to CMPS
S	260	2	3	CMPS: Intro to Data Structures & Software Design

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

RECEIVED

COMMENTS/JUSTIFICATION:

SP 2019, CMPS 359, Section 2, (3 cr), Topics in Software Development: Virtual Reality
 SP 2019, INFX 101, Section 1, (3 cr), Informatics Fundamentals

AUG - 9 2018

Vice President
for Academic Affairs

Pay Rate: \$ 53,000 - 18 Indicate If: Hourly Academic Year (9 mo.) Semester
 Monthly Annual Year (12 mo.) Other
 Does Not Earn Leave

Funding Source:
 Main Operating Account: 2750 _____ % Other: _____ %
 Other: _____ % Other: _____ %
 Other: _____ % Other: _____ %
 Other: _____ % Other: _____ %
 Adjunct Faculty Funds: Graduate Assistant, Tuition Waiver: Yes No Dept. # Charged _____

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

ma

EDUCATIONAL DEGREES:

Degree	Date	University	Major Area
MS ✓	12/2007	UL Lafayette	Computer Science ✓
MS	08/2005	Nicholls State University	Applied Mathematics
BS	12/2004	Nicholls State University	Computer Science

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

Total years of other professional-related experience: 3
 Of the total, list number of years at UL Lafayette: 0 Other: N/A

List Recent Related Positions:

Dates	Employer	Position
06/2002 to 08/2005	Cornerstone IT	Network Engineer
to		
to		

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

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+2

Personnel Action Form Approvals

Routing Order

	Print Name	Signature	Submission Date
(1) Submitted By:	Winona Leager Istre	<i>Winona Leager Istre</i>	07/25/2018
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:	Dr. Chee-Hung Henry Chu	<i>Henry Chu</i>	07/25/2018
(3) Dean of College (if Applicable)	Dr. Azmy Ackleh	<i>Azmy Ackleh</i>	7-25-18
(4) Dean of Graduate School (if Applicable)	Dr. Mary Farmer-Kaiser	<i>Mary Farmer-Kaiser</i>	APPROVED
(5) Faculty Affairs (Academic Affairs Only)	Robert McKinney	<i>Robert McKinney</i>	JUL 30 2018
(6) CHRO/EEO: <i>om</i>	Paul D. Thomas	<i>Paul D. Thomas</i>	7/31/18
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	Budget/Finance	<i>Debra Hays</i>	8-2-18
(8) Vice President:			
(9) Provost (if Applicable)		<i>Jaimie Zehner</i>	8/9/18
(10) President:	Dr. E. Joseph Savole		
(11) Vice President, Administration:	Jerry Luke LeBlanc	<i>Jerry Luke LeBlanc</i>	8/7/18

For HR & Budget Use Only:

Position Information: Incumbent CLID: C00256542 EEO Number: Reg 390 F9
 Job Code: 25-1021 Position Number: 999753
 Position Title: _____
 FLSA Exempt Non-Exempt Background Check Submitted: Yes No Completed Date: _____
 Date Offer Made: _____ Date Offer Accepted: _____ Start Date: _____ On-boarding Date: _____