SOUTHERN Joard of Supervisors UNIVERSITY

Special Meeting

10:00 a.m. Monday, June 30, 2014

Board Room 2nd Floor, J.S. Clark Administration Building Southern University and A&M College Baton Rouge, Louisiana

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS (Special Board Meeting) 10:00 A.M. Monday, June 30, 2014 Board of Supervisors' Meeting Room 2nd Floor J.S. Clark Administration Building Southern University and A&M College Baton Rouge, Louisiana 70813

AGENDA

- 1. Call to Order and Invocation
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Action Items:
 - A. Consideration of proposed settlement/consent decree in *Williams v. Board of Supervisors*, No. 11-739, United States Dist. Court, Middle District of Louisiana. *(Executive Session may be required)*
 - B. Consideration of Appointment of Acting Chancellor. (*Executive Session may be required*)
 - C. Consideration of delegation of authority and other restructuring during term of acting chancellor.
 - D. Consideration of Non-Transformation and Non-SUBR Reorganization Personnel Actions exceeding \$60,000.

1. Jacques J. Detiege	<u>*System Evaluation and Assessment Specialist.</u> SUS New Appointment/Replacement	\$75,500
2. Jessica M. Bradley	*Director of Accounting and Reporting Services, SUS New Appointment/Replacement	\$67,000
3. Cary Hollins	<u>Comptroller</u> , SUBR Replacement	\$85,000/\$60,029
4. Benjamin Stove, III	BURSAR, SUBR Replacement	\$60,000
5. Vonsha Henderson	<u>*Director for Quality Enhance Planning</u> , SUBR New Appointment/Replacement	\$80,000
6. S. N. Murthy	Associate Professor, Environmental Toxicology, SUBR New Appointment	\$64,000
7. Anthony Jackson	<u>Asst. Vice Chancellor for Student Affairs</u> , SUBR New Appointment	\$70,000
8. Caronda Bean	<u>*Registrar</u> , SUBR	

	New Appointment/Replacement	\$75,000
9. Alice Douzier	<u>*IT Project Coordinator, SUBR</u> Replacement	\$63,000/\$55,000
10. LaShawn Thompson	ERP Lead Coordinator, SUBR Replacement	\$80,000/\$80,000
11. Nolan Johnson	<u>Network System Manager</u> , SUBR Replacement	\$72,000/\$50,000
12. Hang Yin	*Assistant Professor, Civil & Environmental Engineering, New Appointment/Replacement	, SUBR \$70,000
13. David Porter	Professor , English, SUBR Returning to Full-time Status	\$65,700
14. Edgar R. Belvins	Professor , Mechanical Engineering, SUBR Promotion from Associate Professor	\$81,790
15. Moustapha Diack	Director and Professor, SUBR New Appointment/Replacement	\$80,000/\$66,945
16. Dr. Cheryl Taylor	Chair, Graduate Programs in Nursing, SUBR Change of Position, Status & Pay Change	\$98,172
17. Fatina C. Elliott	<u>*Assistant Vice Chancellor for Student Affairs</u> , SUSLA New Appointment/Replacement	\$68,000
18. Benjamin Pugh	<u>Vice Chancellor for Administration</u> , SUSLA Continuation-Returning,	\$95,000
19. Jenita C. Hegwood	*Asst. Prof/Director of Field Exp. & Student Teaching, New Appointment/Replacement	SUNO \$62,500
20. Donalyn L. Lott	*Director Inst. Res., Effectiveness & Strategic Planning New Appointment/Replacement	, SUNO \$70,000
21. Deneen Lewis	<u>*Director</u> , SUNO New Appointment/Replacement	\$60,000
22. Jessica Matthews	<u>*Director of Financial Services,</u> SULC New Appointment/Replacement	\$65,000
23. Demetria George	<u>*Budget Officer</u> , SULC Replacement	\$65,000/\$57,500
24. Donald North	Professor , SULC Transferring from 12mts to 9mts	\$117,037.87
25. Xiaobing Liu	<u>*Assistant Professor</u> , SUAREC New Appointment	\$70,000
26. James Henson	<u>*Senior Research Scientist</u> , SUAREC New Appointment	\$60,000
27. Onyumbe Enumbe Lukongo	*Assistant Professor, SUAREC New Appointment	\$65,000

- 6. Informational ItemA. Food Service Contract (SUS)
- 7. Adjournment

UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF LOUISIANA

KAYLA WILLIAMS,	*	CIVIL ACTION NO.
Plaintiff	*	11-739-SDD-SCR
	*	
	*	
VS.	*	JUDGE SHELLY D. DICK
	*	
SOUTHERN UNIVERSITY AND	*	
AGRICULTURAL AND MECHANICAL	*	MAGISTRATE JUDGE
COLLEGE, ET AL.,	*	STEPHEN C. RIEDLINGER
Defendants	*	

CONSENT DECREE

Plaintiff and Defendants have agreed to settle the above-named and numbered cause on the following terms:

"Plaintiff" means Kayla Williams.

"Defendants" means Southern University Agricultural and Mechanical College, its Chancellor, the Board of Supervisors of Southern University Agricultural and Mechanical College, and the Chairman of the Board of Supervisors of Southern University Agricultural and Mechanical College.

"ADA Standards" means the Americans with Disabilities Act 2010 Accessibility Standards, which consist of 2004 ADAAG (Appendices B and D to 36 C.F.R. part 1191 (2009)) and the requirements contained in 28 C.F.R. § 35.151. See 28 C.F.R. § 35.104.

"ADA Compliant" or "ADAAG-compliant" means compliant with ADA Standards as defined above.

I. PHYSICAL ACCESSIBILITY IMPROVEMENTS

Defendants will perform modifications to the following facilities to ensure that the programs contained in those facilities are accessible to persons with disabilities by the dates contained in Part III of this Consent Decree. All modifications will be done in accordance with the ADA Standards.

A. T.T. Allain Hall

1. Parking spaces next to the elevator will be restriped to provide four (4) accessible parking spaces, including one van-accessible space, with a safe, continuous path of travel from each parking space via the accessible route to the

entry door and elevator. The accessible route will include curb ramps and an access aisle from the designated parking spaces.

- 2. There will be a minimum 60" access aisle between the 96" minimum regular parking space and 132" minimum van parking space. Van parking spaces may be 96" minimum if the access aisle is 96".
- 3. The surfaces and paths of travel of all accessible parking and access routes to the building will be stable and smooth, with no changes in level exceeding ¹/₄ inch, unless beveled.
- 4. The elevator will be accessible to all persons with disabilities and to the extent key access is required, there shall be a telephone number or contact posted for individuals with disabilities to obtain access. The signage on the exterior wall will be replaced with ADA compliant elevator signage.
- 5. Visible and audible elevator call signals will be will be added to the elevator in compliance with the ADA
- 6. To the extent water coolers are provided, the water coolers will be replaced with new ADA-compliant water coolers.

B. Mumford Stadium

- 7. The lower ramp on the Southwest corner of the facility (Waring report, Diagram 1: Section 13) will be rebuilt to provide a 1:12 slope. An ADA-compliant ramp will be created to gain access to an additional 11 wheelchair-accessible seats and 11 fixed companion seats (see Diagram A), by removing the existing guardrail on the field side of the walkway and expanding the walkway to provide access to two platforms, one on either side of the ramp. In the alternative, subject to the approval of Plaintiff's counsel, 11 additional wheelchair accessible seats and 11 fixed companion seats will be added to the sections in the Southwest portion of the grandstand in A.W. Mumford with an ADA-compliant access ramp. The University will make the plans for any alternative seating available for review and approval by Plaintiff's counsel prior to construction.
- 8. The upper ramps on the Northwest and Southwest sides (Waring report, Diagrams 2 and 3) will be made accessible by building up the concrete surface to create interstitial landings and extending their length. The handrails will be removed and reinstalled at 36" above finished floor and extended 12" beyond the tops and bottoms of these ramps.
- 9. In lieu of modifying the existing concrete ramps referred to in ¶8 above, the existing ramps may be demolished so ADA-compliant aluminum pre-manufactured ramps can be installed.

- 10. Fifty-two wheelchair accessible seats will be added to A.W. Mumford with and ADA-compliant access route. They may be added through a new field-level, 60-yard-long concrete wheelchair-accessible viewing area (from the 20 yard line to the opposite 20 yard line) that will be constructed on the East side of the stadium. In the alternative, the University may propose an alternate solution for adding 52 wheelchair accessible seats integrated into either side of the stadium.
- The handrails on the ramps leading to the seating areas in the Northeast Corner of Mumford Stadium (Waring report, Diagram E: Sections 1-3; Diagram #4: Section 2) will be replaced with ADA-compliant handrails.
- Eight fixed companion seats will be added to the designated accessible seating area in the Northeast Corner of Mumford Stadium (Waring report, Diagram E: Sections 1-3.)
- 13. The temporary wood platform (Waring report Diagram G: Section 4), which is an attempt at accommodation, will be removed.
- 14. Fixed companion seating for 8 wheelchair spaces will be added to the seating area designated for wheelchairs in the Southeast Corner of Mumford Stadium (Waring Report Diagram H: Sections 15-16).
- 15. Handrails on all ramps, including the handrails on the ramp leading Southeast sections 15-16, (Waring Report Diagram #7: Sections 15-16) will be replaced with ADAAG-compliant handrails.
- 16. Grates in paths of travel (including but not limited to the grate at the ground-level terminus of the ramp to the wheelchair seating area in the Northeast corner of Mumford Stadium), will be replaced with gratings with elongated openings that are perpendicular to the dominant direction of travel.
- 17. Fixed companion seating will be provided for 22 wheelchair spaces in the stands outside the Field House.
- 18. The door operation assist on the Field House exterior doors will be restored to and maintained in working order.
- 19. For every ADA-designated restroom where there is a grade differential from the ground-floor East and West concourses, the existing concrete patchwork applications will be removed and replaced either with properly installed concrete grade modifications with a slope not to exceed 1:20, or ADAAG-compliant ramps and handrails as required. These modifications are required in the Northwest Men's and Women's, the Southwest Men's rooms and the Northeast Women's room.
- 20. The doors for all restrooms, including but not limited to the Southwest Women's room should be modified to open with less than 5 pounds of force, and a regular

program of inspecting and adjusting door pressure will be instituted so that door pressure is maintained at a maximum of 5 pounds of force to open.

- 21. The restrooms that are not ADA compliant on the Southeast side of the facility will be undesignated as accessible by removing the accessible signage.
- 22. All intake vents will be pushed toward the wall so that they do not protrude more than 4"into the circulation space.
- 23. Accessible transaction counters will be installed at concessions on the East and West Side in proximity to accessible seating. Accessible transaction counters will be installed at the ticket office.
- 24. Queuing bars will be removed throughout the stadium.
- 25. Gaps, cracks, and changes in level caused by settling, cracking, expansion, and deferred maintenance throughout the facility shall be addressed so that the paths of travel through, to, and from the facility meet the standards of ADAAG 302 and 303, providing for an accessible path of travel. These include, but are not limited to: repairing the gouges in the concrete on the Northeast upper ramp; correcting the settling at the bottom of the Northeast lower ramp; and correcting the more than ó" level change at the base of the Southeast ramp; and repairing cracks and changes in level in the paving on the accessible route to accessible parking.

C. Clark Minidome

- 26. Defendants will expand wheelchair-accessible seating on the Concourse level of the Minidome from 3 to 36 seats by recreating the current Concourse-level accessible seating at regular intervals at least one every two sections around the whole of the Mini-Dome. All-metal railings, to enhance visibility, will replace the guardrails at the front of these accessible seating areas.
- 27. In the alternative to ¶26 above, an additional 33 wheelchair seats shall be created by removing existing seats in every other section at the aisle level, and modifying the existing handrail location to wrap the required space and travel clearance behind. 48" clear for the wheelchair space and 36" for the aisle behind the designated area will be provided as a minimum.
- 28. Fixed companion seats shall be installed for each wheelchair-accessible seat on the Concourse level.
- 29. The barriers in the Concourse-level accessible restrooms, near the current accessible seating area, will be removed by removing the exterior restroom doors. In the alternative, one fully accessible men's restroom and one fully accessible women's restroom, compliant with the ADA, shall be created at other locations on the Concourse level to meet the ADA requirements.

- 30. Temporary barriers shall be provided to protect the spectators sitting in the arenalevel wheelchair-accessible seating during basketball games. Temporary companion seating shall be made available for these areas.
- 31. The men's restroom on the arena level will be modified to meet the space requirements for ADA.
- 32. To the extent water coolers are provided, the water coolers will be replaced with new ADA compliant water coolers.
- 33. The area of refuge will be relocated to an area that meets the code requirements.
- 34. The temporary signage outside the women's restroom on the arena level will be replaced with permanent accessible signage.

II. SELF EVALUATION

- 35. Defendants will conduct a self-evaluation of the services, policies, and practices, and their effects, that comports with 35 C.F.R. §35.105, at Southern University Baton Rouge campus by June 30, 2015. It will publicize this process in the campus newspaper, on flyers posted on bulletin boards throughout the campus, and through the office of services for students with disabilities. Interested persons, including persons with disabilities and organizations representing individuals with disabilities, shall be given an opportunity to participate in the self-evaluation process.
- 36. For at least 3 years following the completion of the self-evaluation, Defendants willmaintain on file and make available for public inspection a list of the interested persons consulted, a description of the areas examined and the problems identified, and a description of any modifications made.

III. TRANSITION PLAN

- 37. **T.T. Allain**: The remedial measures identified for T.T. Allainwill be completed by June 30, 2015.
- 38. **A.W. Mumford**: (1) The remedial measures identified in A.W. Mumford, with the exception of the integrated seating and ramps identified in paragraphs 7, 8, 9, and 10, will be completed by June 30, 2016; (2) The planning and design of remedial measures associated with integrated seating and ramps identified in paragraphs 7, 8, 9, and 10 will be completed by June 30, 2018; (3) The construction and renovation associated with remedial measures for integrated seating and ramps identified in paragraphs 7, 8, 9, and 10 will be completed by June 30, 2018; (3) The construction and renovation associated with remedial measures for integrated seating and ramps identified in paragraphs 7, 8, 9, and 10 will be completed by June 30, 2019.
- 39. **F.G Clark**: (1) The remedial measures identified in F.G. Clark with the exception of the integrated seating and the restroom identified in paragraphs 26, 27, and 31, will be completed by June 30, 2016; (2) planning and design of the integrated seating

and arena level restroom renovations identified in paragraph 26 and 27 will be completed by June 30 2017; (3) construction of the integrated seating and arena level restroom renovations identified in paragraph 26, 27 and 31 will be completed by June 30 2018.

- 40. By June 30, 2015, Defendants will survey each of their facilities to determine if all of the programs contained in those facilities are fully accessible to individuals with disabilities. To the extent that they are not accessible, Defendants will determine if means such as redesign of equipment, reassignment of services to accessible facilities, assignment of aides to individuals with disabilities, or other methods will make those programs accessible to persons with disabilities, and will implement those means or undertake structural improvements that will make the programs fully accessible.
- 41. By June 15, 2014, Defendants will employ an ADA Coordinator who shall have the responsibility and authority to review all renovations, new construction, or modifications to facilities to ensure that the requirements of the ADA shall be met. This person shall also have the responsibility and authority to relocate academic classes, programs or events to accessible facilities to ensure that all programs meet the requirements of the ADA.
- 42. If structural changes will be undertaken to achieve program accessibility, Defendants will develop a transition plan setting forth the steps that will be taken to complete these changes. They will publicize the development of the transition plan in the campus newspaper, on flyers posted on bulletin boards throughout the campus, and through the office of services for students with disabilities. Interested persons, including persons with disabilities and organizations representing individuals with disabilities, shall be given an opportunity to participate in the development of the transition plan. The changes shall be made as expeditiously as possible, and must be completed within two years of the approval of this Consent Decree.
- 43. The transition plan will include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs.
- 44. The transition plan will contain the information required by 28 C.F.R. \$35.150(d)(3).

IV. GENERAL ACCESS AND MAINTENANCE OF ACCESSIBILITY FEATURES

45. Defendants will ensure that persons in wheelchairs have a means of ready ingress and egress to all campus facilities open to the public at all times such facilities are open to the public. Defendants will ensure that all federally funded programs are accessible to persons with disabilities who may be participating in those federally funded programs.

- 46. Defendants will insure that Plaintiff is provided with accessible seating in all her classes prior to the first classroom session, provided that Plaintiff provides her schedule to the Office of Disability Student Services at least one week prior to the beginning of classes; and in any event within one week of Plaintiff's request for such seating.
- 47. Defendants shall maintain in operable working condition those features of facilities and equipment that are required to provide access to individuals with disabilities.
- 48. In the event of any temporary interruptions in services or access, including, but not limited to, any work done pursuant to this consent decree, Defendants will evaluate the impact of the interruption in services or access on accessibility of Defendants' programs to individuals with disabilities. In the event that the work will temporarily create obstructions, hazards, or other barriers to accessibility for individuals with disabilities, Defendants will plan and implement such measures as are necessary to make its programs, services, and activities accessible to persons with disabilities despite such obstructions. Such measures may include the designation, with appropriate signage, or alternate accessible routes, or relocation of programs or services to accessible locations.
- 49. Defendants will designate one individual within Southern University Baton Rouge with authority to move classes or other events to accessible locations in the event of temporary interruptions in access to individuals with disabilities and will publicize the identity and contact of that person to professors, other staff, students, and the Office of Student Disability Services.
- 50. Defendants will provide a location for administration and proctoring of examinations for students with disabilities who have been granted the accommodation of extra time or other special testing conditions.

V. FIRE AND SAFETY TRAINING

51. Defendants will establish and implement an emergency evacuation procedure for persons with mobility impairments on each floor of each building on campus, and will train all personnel with responsibility for carrying out this procedure, and will drill them at least once each semester on carrying it out. All faculty and staff will be informed as to how to evacuate persons with mobility impairments in case of an emergency.

VI. DAMAGES TO PLAINTIFF

52. Plaintiff will receive a settlement payment in an amount previously agreed upon that will be inclusive of all damages, attorney's fees, and costs incurred in connection with this action up to and including the date of the entry of this Consent Decree.

VII. GENERAL

53. The Court specifically retains jurisdiction over this matter in order to enforce this Consent Decree. This Consent Decree shall be enforceable by Plaintiff and/or the Advocacy Center. In addition, the parties intend that this Consent Decree will result in improvements in accessibility and services to current and future Southern University students, faculty, and visitors to the Baton Rouge campus who have disabilities but who are not named plaintiffs.

SIGNED this day of ______, 2014, in Baton Rouge, Louisiana.

UNITED STATES DISTRICT JUDGE

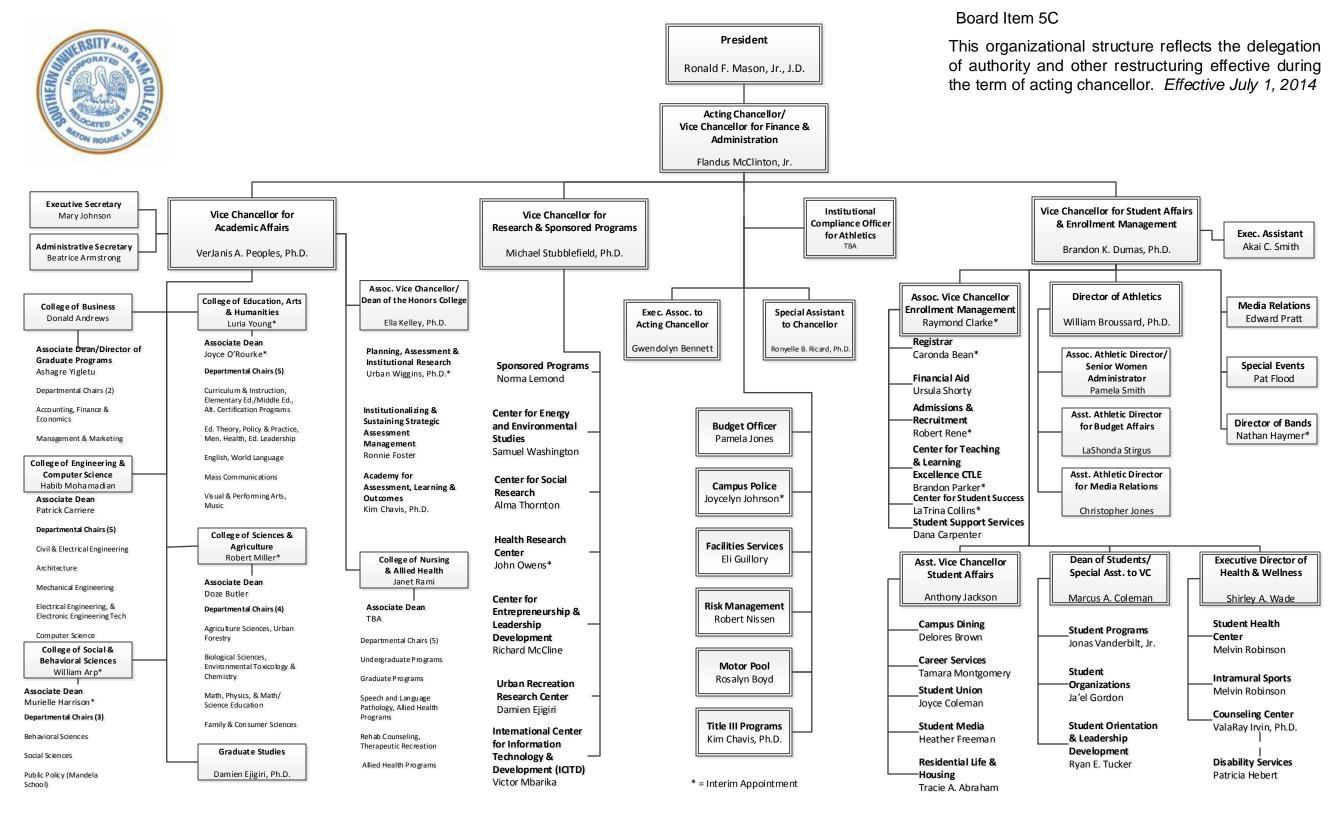
Approved:

Nell Hahn, T.A., Louisiana Bar No. 22406 Advocacy Center 600 Jefferson, Suite 812 Lafayette, LA 70501 (337) 237-7380, ext. 311 (337) 237-0486 FAX nhahn@advocacyla.org

Attorney for Plaintiff

Winston G. DeCuir, Jr. Louisiana Bar No. 25642 DeCuir, Clark, and Adams, LLP 732 North Blvd. Baton Rouge, LA 70802 (225) 346-8716 (225) 336-1950 FAX Winstonjr@decuirlaw.com

Attorney for Defendants



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EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH OTHER (Specify)		
Academic X Non-Academic Civil Service		
Temporary Part-time (% of Full Time) Restricted		
Tenured Undergraduate Student Job Appointment		
Tenured Track Graduate Assistant Probationary		
Other (Specify) Retiree Return To Work Permanent Status		
Previous Employee Walter T. Tillman, Jr. Reason Left Termination		
Previous Employee Waiter 1. 11iman, Jr. Reason Left Iermination Date Left December 30, 2013 Salary Paid \$70,000	-	
Profile of Person Recommended		
Length of Employment January 2, 2014 To June 30, 2014		
Effective Date January 15, 2014		
Name Jacques J. Detiege SS# xxx-xx- Sex M Race ⁴	В	
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Position Title: System Evaluation and Assessment Specialist Department: Academic & Student Affairs		
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New Position Expiration Date:		
(Position vacancy authorization form must be processed and approved to fill		
existing and new positions. Position must be advertised before processing PAF, if		
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This information is requested solely for the purpose of determining compliance with Federal Civil R	ights Laws	- -
and does not affect employment consideration.	-	

	ETHNIC ORGIN (Please check one):	
	Hispanic or Latino	Non-Hispanic or Non-Latino
	RACE (Please check all that apply):	
	White, not of Hispanic origin. A person having origin	as in any of the original people of Europe, North Africa, or the Middle East.
X	Black not of Hispanic Origin. A person having o	rigins in any of the Black racial groups of Africa.
	Hispanic. A person of Mexican, Puerto Rican, Cu regardless of race.	ban, Central or South American, or other Spanish culture or origins,
		in any of the original peoples of the Far East, Southeast Asia, the Indian s, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
	American Indian or Alaskan Native. A person ha maintains cultural identification through tribal affiliation	ving origins in any of the original peoples of North American, and who n or community recognition.
СОМ	DMMENTS:	

EMPLOYEE REGUL	AR WORK SCHEDULE:	8:00am – 5:00pm (A	S NEEDED)
EMPLOYEE DIRECT	SUPERVISOR:	Dr. Monique Guillo	ry-Winfield
NUMBER OF EMPLO	OYEES SUPERVISED, (if any)	1	
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

<u>Documentation must be provided for review and approval by Human Resources before employment is</u> <u>offered.</u>

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	<u>CODE</u>	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H 1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F 1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience").	F0	

Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee/ vertified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Evaluation and Assessment Specialist Southern University System – Baton Rouge, Louisiana

Description: Reporting to the System Vice President for Academic and Student Affairs, the Evaluation and Assessment Specialist is a full-time position serving and supporting the five campuses that encompass the Southern University System. The Evaluation and Assessment Specialist serves as a data analyst responsible for planning and conducting program evaluation and outcomes assessments for various academic and student affairs initiatives. This position will complete projects requiring qualitative and quantitative data collection and analysis in collaboration with planning and institutional research units across the Southern System. This position will also be responsible for employing technology commensurate with storing, managing, and sharing assessment and evaluation data for student learning outcomes, academic program evaluation, and other areas of institutional effectiveness particularly with respect to SACS accreditation standards and compliance with the Louisiana Board of Regents.

Qualifications: The successful candidate for this position will possess a Master's degree in higher education, quantitative methods or related field, or a combination of education and experience with a minimum of three years working in an academic affairs/institutional research or comparable higher education environment. He/she will have demonstrated knowledge of and experience with assessment instrumentation in the context of academic and student affairs, effective research methodology, statistical analysis, and data base management. Also needed are strong interpersonal, oral and written communication skills, including skill in making oral and written presentations through various media to provide information, instructions, or explain subjects of interest. The successful candidate will also demonstrate an ability to communicate complex ideas and processes in a manner that is understood by professionals with varying backgrounds and responsibilities across the System.

Qualified candidates should e-mail a substantive letter of interest, curriculum vitae, with names, address, telephone numbers and e-mail addresses of at least three professional references, along with the attached employment application to:

Office of Human Resources Southern University and A&M College J.S. Clark Annex, 1st Floor P.O Box 10400 Baton Rouge, LA 70813 or via e-mail to: hr@subr.edu

Criminal background check and reference verification is required.

Southern University and A&M College is an equal opportunity employer.

Board Item 5D-2

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Position Title: Director of Acco	ounting and Reporting Service	s Department:	15-10	+ voaing
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Position				
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Southern University:				
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V	All 1/22	Chancellor	1/1	Dat
Vice Chancellor	Date / Date	Chancenor	ST 1	22
	Date	Vice Presid	ent/Finance	Dat
Director/Personnel	Date	Business A	ffairs Comptroller	6
	Date	Chairman/		Da
President		of Superv		

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

Hispanic or Latino

Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

X Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGU	LAR WORK SCHEDULE:	8:00 am - 5:00 p	om
EMPLOYEE DIRE	CT SUPERVISOR:	Duane Wright	
SUPERVISOR/DEP	ARTMENT CONTACT NUMBER	225-771-2321	
NUMBER OF EMP	LOYEES SUPERVISED, (if any)	12	
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	

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- Supervisory Criminal/Background Check Form (completed by employee/verified and signed by supervisor) Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Director of Accounting and Reporting Services

Serves as part of an inter-campus administrative team. Reports to the Associate Vice President for Financial and Treasury Service. Responsible for ensuring the accuracy, completeness, and timeliness of the University's financial transactions. Maintaining, reviewing, and implementing strong financial controls to safeguard the University's assets. Panning and controlling accounting services and annual audits while also managing staff associated with disbursements, travel services, general accounting and payroll.

- Managing staff in the areas of accounting and reporting, disbursements, travel services, and payroll for the campuses and the System .
- Oversight of cash management, daily cash flow management and banking relations
- Preparation or review of monthly and quarterly financial reports and reconciliations
- Respond to requests for information and survey preparation
- Provide assistance, as necessary, for the preparation of information for Board of . **Regents** meetings Provide support for Associate VP for other functional areas within the B&F Office.
- Other duties as assigned

Position requirements

- Bachelor's degree in accounting, finance or related field required. Prior management or supervision of financial functions. Masters and/or CPA preferred. 3-7 years professional experience in accounting at higher education . or similar institution
- Knowledge of GASB, college and university accounting and reporting requirements within a broader knowledge base of generally accepted accounting principles applicable to higher education
- Experience with payroll management
- Proficient with Word, Excel, and institutional accounting software (Banner
- Strong communications and interpersonal skills with the ability to multi-task preferred)

JESSICA M. BRADLEY 9060 Crosscreek Avenue Baton Rouge, LA 70810 Cell (225) 239-3023

OBJECTIVE: Accomplished Accounting Professional seeking an opportunity with Southern University and A&M College.

CORE COMPETENCIES:

- Proficient in Microsoft Office
- Experienced with Banner Accounting System
- Team Player/Interpersonal

- Detail Oriented/Self-Motivated
- Strong Analytical Skills
- Excellent Communication Skills
- Perform mid-level auditing fieldwork duties for financial, compliance, and special audits of state departments, agencies, and institutions of higher education.
- Conduct background research of agencies being audited, including examination of relevant statutes, rules and regulations.
- Perform integrated risk-based financial and operational audits/advisory services and special projects, including coordination with IT Auditors.
- Participate in interviews of agency staff to elicit factual information.
- Assist in the draft of audit reports and prepare preliminary drafts of audit findings.
- Analyze financial and business information to identify opportunities for improvement.
- Examine and analyze journal and ledger entries, annual financial reports, and other financial records.
- Prepare detailed reports on audit findings and make recommendations to improve accounting and management policies.
- Review and evaluate internal controls related to financial reporting, financial operations, and compliance.
- Assist with financial planning input and analysis.
- Gather audit evidence and prepare audit work papers and follow-up on audit findings from previous audits in accordance with departmental guidelines.
- · Perform both substantive and internal control testing.

PROFESSIONAL EXPERIENCE:

2006 - PRESENT LOUISIANA LEGISLATIVE AUDITOR Baton Rouge, LA

Financial Staff II Auditor

 Participated in the following audits: Southern University System; Department of Public Safety & Corrections, Public Safety Services; Louisiana Community and Technical College System; and Baton Rouge Community College

Financial Staff | Auditor

 Participated in the following audits: Southern University System; Department of Public Safety & Corrections, Public Safety Services.

Financial Staff Auditor Internship

 Participated in the following audits: Louisiana Workforce Commission; Louisiana Department of Culture Recreation & Tourism; the Louisiana Department of Public Safety & Corrections, Correction Services; and State of Louisiana Governor's Office of Elderly Affairs.

Student Worker

- Served as a state liaison to accountants and auditors.
- Provided clerical support to administration.

EDUCATION:

SOUTHERN UNIVERSITY & A&M COLLEGE Bachelors of Science, Accounting, December 2008 Baton Rouge, LA

CERTIFICATIONS:

Certified Public Accountant License, in progress

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	Director/Personnel Date Vice President for Finance & Business/Comptroller Dat	Check One Recommended Salar Source of Funds Identif Form O Change of: Position Status Salary Adjustment List <u>total funds</u> curre Southern University: <u>*See Reverse Side</u> Comments: (Us *See Reverse Side	New Appointment Transfer y <u>\$85,000</u> General Fund y Budget: <u>210718</u> Code: <u>Accountant Manag</u> <u>Classified</u> <u>\$60,029</u> ently paid this emplo	Per Continu X Continu Replaced 3-26102 From er 2 Financial Aid yee by Graduate Sc Da	"sonnel Action Siment Siment Siment O	On abbatical other (Spe alary Bud ge ge ge <u>Cor</u> Un <u>\$83</u> pplicable ds f, applica	cify) <u>Pro</u> lgeted <u>5</u> Location <u>nptroller</u> classified 5,000): ble):	11em #	nt		Dat
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Director/Personnel Date Vice President for Finance Business/Comptroller	President Data OLI IOXI P. I	Check One Recommended Salar Source of Funds Identif Form O Change of: Position Status Salary Adjustment List <u>total funds</u> curre Southern University: *See Reverse Side <u>Comments: (Us</u> *See Reverse Side Supervisor Vice Chancellor	New Appointment Transfer y <u>\$85,000</u> General Fund y Budget: <u>210718</u> Code: <u>Accountant Manag</u> <u>Classified</u> <u>\$60,029</u> ently paid this emplo	Per Continu X Continu Replaced -26102 Financial Aid yee by Graduate Sc Da	rsonnel Action Siment ation Siment ment X O Siment Siment Siment Siment Pa Pa Baile Siment Siment Siment Pa Pa Baile Siment Baile Siment Baile Siment Baile Siment	On abbatical other (Spe alary Bud ge 	cify) Pro	motion \$85,000 Item # To \$60,02 \$60,02 Business/Q	nt 9		Dat

	This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.				
	ETHNIC ORGIN (Please check one):				
	Hispanic or Latino X Non-Hispanic or Non-Latino				
	RACE (Please check all that apply):				
	White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.				
X	Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.				
	Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.				
	Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.				
	American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.				

COMMENTS:

EMPLOYEE REGU	LAR WORK SCHEDULE:	8:00am-5:00pm		
EMPLOYEE DIREC	CT SUPERVISOR:	Duane Wright		
NUMBER OF EMPI	LOYEES SUPERVISED, (if any)	6		
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT	

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F 1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Cary Clark Hollins 2085 Central Road Baton Rouge, Louisiana 70807 225-775-7473

QUALIFICATIONS

Over 20 years of Accounting Experience Strong Interpersonal and Supervisory Skills Great Organizational Skills Ability to work independently and multitask effectively in fast pace environments Detail oriented and resourceful Knowledge of Banner Finance Daily Functions

EDUCATION

Southern University A&M College - Baton Rouge, Louisiana Bachelor of Science - Accounting 1990

H & R Block Tax School – Baton Rouge, Louisiana Basic, Intermediate and Advance Courses – 1992

EXPERIENCE

May 2004 to present Accountant Manager, Southern University, B.R., LA

Duties: Lead and manage a team of 6 employees within Financial Control, Travel and General Accounting sections. Ensure tasks are completed timely and accurately for a smooth monthly close process. Review and analyze Daily System Validation Reports, resolving all issues in a timely manner. Approve online all journal vouchers for SUBR campus. Prepare various financial reports and surveys. Provide assistance as needed with other campus personnel, State and Internal Auditors and other agencies.

May 1999 to May 2004 Accountant Supervisor, Southern University, B.R., LA

Duties: Supervise, train, review and approve tasks performed by employees in the Appropriations Section. Prepare Warrant Request, Revenue Projections and various other financial reports and schedules. Reconcile general ledger accounts.

December 1998 to May 1999 Accountant II, Southern University, B.R., L.A.

Duties: Prepare Travel Advances for processing to Payables Section. Audit and journalize Travel Advances and Reimbursements. Reconcile 'Travel Advance accounts and prepare report of outstanding travel advances for payroll deduction. Confer with Travelers and Department Heads with all matters pertaining to University travel.

February 1996 to December 1998 Budget Analyst, Southern University, B.R., LA

Process procurement documents for General Fund. Load Budgets and Budget Revisions. Reconcile General Fund budgets, prepare salary analysis and expenditure reports. Maintain, approve and reconcile Personal Action Forms to Payroll System. Cary Clark Hollins 225-775-7473 Page 2

- December 1990 to April 1996 Tax Preparer, H & R Block, Baker, LA Prepare federal and state tax returns. Advise clients of Federal and State regulations. Quote and collect fees, make daily bank deposits. (Part-time Seasonal)
- June 1988 to February 1996 Accounting Specialist, Southern University, B.R., LA Prepare Faculty and Student payroll. Prepare travel documents for reimbursement. Post all purchases for the department.
- August 1987 to December 1990 Auditor, Theatrical Entertainment Services, Inc., Los Angeles, CA Verify box office attendance and receipts of various features showing at local theatres. (Weekend only)

ACCOMPLISHMENTS AND EXTRA-CURRICULAR ACTIVITIES

April 2013 Division for Student Affairs Recognition Award, Southern University A&M College

June 2010 20 Year Service Award, Southern University A&M College

May 2009 Finance and Administration Employee of the Year, Southern University A&M College

Daughters of Destiny - Mentor

Church Growth Ministry - Member

Precept Upon Precept Bible Training Institute - Student

Board Item 5D-4

JOB CLASS	SOUTHERN UNI	VEDSITV SVS	трл	
JOB CODE			SITION	
CALID		10	MBER	
CAMPUS: SUS SUB	R X SULAC	SUAREC	SUNO	SUSLA
EMPLOYMENT CATEGORY:	9-MONTH 12-1	MONTH <u>X</u> C)THER (Sp	ecify)
Academic Temporary Tenured Tenured Track Other (Specify)	X Non-Academic Part-time (Undergraduate St Graduate Assistar Retiree Return To	it	Probatic	ed ointment
Previous Employee <u>Demetria</u> Date Left <u>June 30, 2014</u>	George	Reason Salary		Law Center
	Profile of Person R	ecommended		
Length of Employment <u>July 1</u> Effective Date <u>July I</u> , 2014	, 2014		_June 30, 2015	
Name Ben Stove III	SS#	xxx-xx-5391 (Last 4 digits only)	SexM	Race*B
Position Title: Bursar			Comptroller's Offic	e
Check One X Existing Posit	tion	*Visa Type (S	iee Reverse Side):	
	orization form must be processed ns. Position must be advertised befo	and approved to fill	Expiration Date: Experience 4	
Degree(s): Type/Discipline(BA Bachelor of Science	-	n/Location (SU-Bator University A & M C		Year: <u>May 2010</u>
Current Employer _ Southern U	niversity System			
		T A 44		
Check One New Appoint Transfer		eel Action Sabbatical Other (Speci		Leave of Absence
Recommended Salary <u>\$60,000</u>		Salary Budg	eted \$60,000	
Source of Funds General Fund	<u>i</u>			
Identify Budget: Form Code:	210718-26102	Page	Location Item #	<u>.</u>
Change of:	From		<u> </u>	
	of Financial Policy and Syste		_	,
<u>Control</u> Status <u>Unclassific</u>	ed	Bursi Uncl	ar lassified	
Salary Adjustment \$60,000	Financial Aid signs			
List <u>total funds</u> currently paid thi Southern University:	s employee by Sour	ce of Funds 01-26102	Amour \$39,50	
*See Reverse Side	1110	05-11091	\$20,50	
Comments: (Use back of for	<u>m)</u>			
*See Reverse Side	Graduate School si	gnature (if, applicabl	le):	
Supervisor	Date	Dean/Unit 1	Head A	Date
Vice Chancellor	Date	Chancellor	HLA	Date
Vice Chancellor Director/Personnel	Date Date		t for Finance & Business/C	4

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.					
	ETHNIC ORGIN (Please check one):				
	Hispanic or Latino	X	Non-Hispanic or Non-Latino		
	RACE (Please check all that apply):				
	White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.				
X	Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.				
	Hispanic. A person of Mex regardless of race.	kican, Puerto Rican, (Cuban, Central or South American, or other Spanish culture or origins,		

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGU	LAR WORK SCHEDULE:	8:00am-5:00pm		
EMPLOYEE DIRECT SUPERVISOR:		Duane Wright		
NUMBER OF EMP	LOYEES SUPERVISED, (if any)	12		
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT	

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
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Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do <u>Not</u> Write Below This Area For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

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and does not affect employment consideration.				
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EMPLOYEE DIRECT SUPERVISOR:				
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NUMBER OF EMPLOYEES SUPERVISED, (if any)				
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Application for Employment Form Admin/Fac/U				
Authority to Release (signed by employee) (s	ubmitted to Human	Resources with Cr	minal/Background Chec	K IOIIII)

- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Proposed Employee Clearance SOUTHERN U Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification n appneable) 211001

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Rev. 07/24/2007



Office of the Vice Chancellor for Academic Affairs P.O. Box 9820 Baton Rouge, LA 70813

October 31, 2013

Phone: (225) 771-2360 Fax: (225) 771-2018

Dr. James Llorens Chancellor J. S. Clark Administration Building Fourth Floor Baton Rouge, LA 70813

RE: Request to Waive Advertisement of Unclassified Position

Dear Dr. Llorens:

This communication is to request your approval to waive the advertisement of the position, Director *of the Quality Enhancement Plan- Writing Project*. The approval of this position will allow the Office of Academic Affairs to immediately proceed with hiring a highly qualified candidate that has already been performing duties relative to the position.

Thank you for your consideration concerning this matter.

Sincerely

VerJanis A. Peoples, Ph.D. Executive Vice Chancellor for Academic Affairs

Approved:

Chancellor James Llorens

VJ/mwj

Director of the Quality Enhancement Plan (QEP0

QEP is the university's carefully designed strategy for implementing a well-defined, focused program to improve the quality of the institution and enhance student learning. Southern University has developed a Writing Enhancement Plan as the university's QEP, a key portion of SACS reaccreditation. The director of the QEP will be responsible for developing and coordinating activities with the administration, faculty, staff and students that will have transformational impact on the students, the institution, and local and global communities. The director will report directly to the Office of Academic Affairs.

Quality Enhancement Plan Project Director Job Description

Southern University and A&M College

Position: Quality Enhancement Plan: Writing Project Director

Reports to: Vice Chancellor for Academic Affairs

Duties: Serves as the primary operational steward and coordinator of the QEP Plan for Writing and is responsible for the day-to-day effectiveness of the QEP project.

Qualifications:

- Effective oral and written communication skills and competence for conducting presentations.
- Ability to meet deadlines for reports and assignments
- Knowledge, skills, and ability to initiate and follow through on concepts related to improving student learning as it relates to writing skills.
- A genuine care, concern, and sense of responsibility for student success and student learning.
- Ability to perform as a team player and leader.
- Capable of service as a leader to a diverse population of students, faculty, and staff.
 Long-range planning and budgeting experience helpful.
- Doctorate in Rhetoric and Composition and experience working in a Writing Center or English Department.

~

DR. VONSHA R. HENDERSON

5960 Siegen Lane #10107 Baton Rouge, LA 70809 Phone: 318.237.5173 (C) Email: Vonsharh@gmail.com

QUALIFICATIONS

Professional attitude and conduct. Profound belief in my ability to facilitate learning. Sensitive to the educational needs and levels of students. Dedicated to doing my job.

EDUCATION

1999-2003	Ph. D. in English, University of Louisiana at Lafayette.
	Dissertation: Ms. Alberta's Daughter Dorothy's Child
	Director: Darrell Bourque
	Major Area: African American Literature
	Minor Areas: 1) Contemporary American Literature, 2) Early American Literature,
	3) Romantic/Victorian Literature
1995-1997	M. A. in English, University of Louisiana at Monroe.
	Thesis: A More Comprehensive Soul
	Director: Jack Heflin
1989-1994	B. A. in English, University of Louisiana at Monroe.

EMPLOYMENT

Sp.12- Fa.13 Interim Chair. English Department. Southern University and A&M

- 2004- Pres Associate Professor of English, Tenured. Southern University and A&M Conducts classes in English Composition 110 and 111, Introduction to Literature 200, Introduction to African American Literature 203, Grammar Review 301, Early American Literature 311, and Black American Literature 313.
- 2003-04 Assistant Professor of English, Grambling State University Conducted classes in English Composition 101 and 102 and Advanced Composition 213.
- SP. 2003 Graduate Assistant, University of Louisiana at Lafayette Conducted introduction to literature classes, instructing students in writing about literature and research methods.
- 2001-02 Assistant Professor of English, Louisiana Delta Community College Conducted classes in remedial and freshman English. Chose textbooks and developed syllabi for English 101 and 102. Initially interviewed adjunct English instructors and made recommendations for employment.
- 1999-01 Fellow/Graduate Assistant, University of Louisiana Lafayette Conduced freshman English classes, enlightening students in the practice of composition and research. Tutored in writing center, providing services to students and community members.
- 1998 Fellow/Graduate Assistant, University of Alabama -- Tuscaloosa

Conducted freshman English classes, instructing and tutoring students in composition methods and applications. Tutored in writing center, providing services to students and community members. Used computer classroom Connect system as an integral element of supervising students and collecting and grading assignments.

- Fall 1997 Adjunct Instructor, University of Louisiana at Monroe Conducted developmental and freshman English classes, instructing students in the uses of grammar, composition, and research.
- 1995-97 Graduate Assistant, University of Louisiana at Monroe Conducted developmental English classes, instructing students in basic grammar rules and multiple writing styles. Tutored in writing center, providing services to students and community members.

RESEARCH AND SCHOLARLY ACTIVITIES

Peer Reviewed Publications

Published: Essay: "Emersonian Double Consciousness: Toni Morrison's Novels." The Griot Spring 2010.

Other Publications

Publication: Poetry. "Landing Softly" and "Between Us" *African American Review*. Volume 44.4 (Winter 2010).

Publication: Book. Ms. Alberta's Daughter Dorothy's Child. PublishAmerica. Fall 2010

Publication: Poetry. "South" The Griot. Spring 2011

Conference Papers

- Presenter: "Necessity of Christ." February 11-13, 2010, Southern Conference on African American Studies, Inc. (S.C.A.A.S.I.) Jackson, MS
- Presenter: "Emersonian Double Consciousness in Toni Morrison's Sula and Song of Solomon," Southern Conference on African American Studies, Inc. (S.C.A.A.S.I.) February 8, 2008, Atlanta GA

Panel Sessions

Session Chair: C.L.A., Religion and Religiosity, April 19, 2007, Miami, FL

Session Chair: S. C.A.A.S.I., Internationalism, II, February 17, 2007, Baton Rouge, LA

Session Discussant: S. C.A.A.S.I., Katrina and Literature: Natural Wrath and Symbols, February 16, 2007, Baton Rouge, LA

Session Chair: S. C.A.A.S.I., Southern University Literary Panel, February 28, 2005, Montgomery, AL

Presentations

- Presenter: Book Review: The Known World by Edward P. Jones. March 27, 2008 Cotillion Ballroom, Smith-Brown Memorial Union, Southern University
- Presenter: Book Review: Push by Sapphire September 27, 2005 Cotillion Ballroom, Smith-Brown Memorial Union, Southern University

<u>Attendee</u>

ESL Certification. Oxford Seminars. 2012, Baton Rouge, LA

Attendee: SACS-COC, December 6-9, 2008, San Antonio, TX

- Participant: Training. TMCF Conference, Jackson State University, September 15-16, 2008. Jackson, MS
- Participant: 2008 Southern University's Faculty Leadership Development Institute. Developed by Dr. Kim Chavis. Facilitated by Dr. Ron Jackson. Jan 18, Feb 29, March 28, and April 18, 2008. Embassy Suites Hotels, Baton Rouge, LA

SERVICE

<u>Departmental</u>

- Developer and Facilitator: English Department's Essay Writing Workshops, June 2007 Present, Harris Hall 2024, Southern University
- Chair: Freshman Composition Textbook Committee, 2007-August 2009
- Chair: Freshman Composition Committee, 2005 August 2009, English Department, Southern University
- Member: Curriculum Committee, 2006 2008, English Department, Southern University
- Member: Annual Report Committee, 2004 2008, English Department, Southern University

<u>University</u>

Chair: Pinkie Gordon Lane Poetry Contest Committee. 2012

Member: Pinkie Gordon Lane Poetry Contest Committee. 2011

Member: University Appeals Committee. December 2009-Present

- Member: Southern University Leadership Team for SACS Reaffirmation of Accreditation/ SACS Compliance Certification Editing Team 2008-2009
- Panel Member: "Where We Are and Where We Should Be" The Alpha Tau Chapter of Delta Sigma Theta Sorority, Inc., Cotillion Ballroom. Smith-Brown Memorial Student Union. Delta Week 2009
- Program Committee and Participant: Southern University Department of English Presents: Together as One: Our Spirits Speak. Black History Month Program, Cotillion Ballroom. Smith-Brown Memorial Student Union. March 3, 2009
- Panel Member: "Hip Hop v. American Forum: Southern University Edition." Cotillion Ballroom. Smith-Brown Memorial Student Union. October 20, 2008.
- Judge: Poetry Contest: 31st DuBose Fine Arts Festival April 2006, Southern University
- Judge: Poetry Contest: Kuumba Poetry Contest -- 30th DuBose Fine Arts Festival, April 2005, Southern University
- Member: English Committee: 30th DuBose Fine Arts Festival Planning Committee, 2004 2005 Southern University
- Coordinator: English Department: New Orleans Alive! College of Arts and Humanity's Fall Symposium November 21, 2005, Cotillion Ballroom, Smith-Brown Memorial Union, Southern University
- Mentor: Ronald E. McNair Scholars Program: Tamara M. Scott, scholar, Summer 2005, Southern University

Community

- English Tutor: Created Series of Workshop handouts for Zeta Phi Theta Junior Society, Inc. & Omega Mu Phi Youth Fraternity, Inc. P. O. Box 4142 Baton Rouge, LA 70821 Spring 2009
- President of the Board: Exodus Behavioral Health Center, LLC. 118 Hwy 605. Newellton, LA 71357. 2008-Present
- Presenter: Poetry Reading: 31st DuBose Fine Arts Festival April 7, 2006, Baton Rouge Art Gallery, Baton Rouge, LA
- Presenter: Poetry Reading: 30th DuBose Fine Arts Festival April 2005, Baton Rouge Art Gallery, Baton Rouge, LA

ACADEMIC HONORS

- 2008 Fellowship: TMCF PATHWAYS Graduate Fellows Program
- 1999-02 University of Louisiana System Doctorial Fellowship.
- 1998 Future Faculty Fellowship, University of Alabama.

PROFESSIONAL AFFILIATIONS

College Language Association, Current Member Southern Conference on African American Studies, Inc., Current Member

Community Affiliations

· , ·

Member: Baton Rouge Council of Human Relations 2007-2008 Member: WRKF National Public Radio. 2008-2009

ACADEMIC/PROFESSIONAL REFERENCES

Dr. Cynthia Bryant, Director CTLE Associate Professor Harris Hall Southern University 225.803.2795 (C) Cynthia_Bryant@subr.edu

Terry Wells, Director Exodus Behavioral Health Center, LLC 318.467.2399 (O) 223.223.2233 (C) Terrywells1979@yahoo.com

Dr. Kim Chavis, Director Title III Harris Hall Southern University 225.205.5895 (C) Kim_Chavis@subr.edu

			Board It	em 5D-6
JOB CLASS 1 & O 4 O				
SOUT	HERN UNIVERSITY			
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	raduate Assistant		Probationary	
Other (Specify) R	etiree Return To Work CE OF	THE CHANCELLO	R Permanent Sta	itus
Previous Employee John Owens	P	eason Left	Retired	
Date Left 12/14/2012		alary Paid	\$77,516	
<u>Profile</u>	of Person Recommend	ed		
Length of Employment <u>8/12/13</u>	014	To 5/16/2014	(and continuing thereat	fter in tenure-track)
Effective Date 1/6/2	014			
Name S. N. Murthy	SS# xxx-xx-	1708 Se	x Male	Race* Indian
	(Last 4 digit	s only)		
Position Title: Associate Professor	Departn	nent: Env	ironmental Toxico	logy
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New Position		Expiratio	n Date:	20
(Position vacancy authorization form		fill		Ξ
existing and new positions. Position mu applicable.)	ist be advertised before processing PA	г, П		m
Years Experience 35		ersity Experience	-	2
Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU	-Baton Rouge):		Year:
BSc-Food Science	Osmania Universi	ty – Hyderabad,	India	1970 👝
MSc-Food Science	University of Mys	ore – Mysore, In	dia.	1986 差
PhD-Biochemistry	Osmania Universi	ty – Hyderabad,	India.	1986 🛶
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Current Employer <u>SUBR Adjunct</u>				3
	Personnel Action			
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Position	<u>n</u> =		<u>To</u>	
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Salary Adjustment				
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List <u>total funds</u> currently paid this employee b Southern University:	y Source of Funds		Amount	
*See Reverse Side	5			
Comments: (Use back of form)				
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Supervisor AD		Unit Head	10	Date
Persan Frence	1/2/14	in r	Fil	6 / · / ·
Vice Chancellor	Date Chan	cellor	11. MIL	241/12/14
Director/Personnel	110/17	Manada and Al	117 1	1
and the sound of t	Date Vice I Busi	President/Finance ness Affairs/Cor	nptroller	U Date
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President	Date Chair	man/S.U. Board	(Date
/		pervisors		

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ETHNIC ORGIN (Please check one):	
Hispanic or Latino X N	Non-Hispanic or Non-Latino
RACE (Please check all that apply):	
White, not of Hispanic origin. A person having origins i	n any of the original people of Europe, North Africa, or the Middle East.
Black. not of Hispanic Origin. A person having ori	gins in any of the Black racial groups of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuba regardless of race.	n, Central or South American, or other Spanish culture or origin
	any of the original peoples of the Far East, Southeast Asia, the India for example, China, Japan, Korea, the Philippine Islands, and Samoa
American Indian or Alaskan Native. A person havin maintains cultural identification through tribal affiliation	ng origins in any of the original peoples of North American, and whor community recognition.
	te professor of environmental toxicology, is replacing Dr. John W full load (6 hours) of doctoral courses in environmental toxicolog gy.
CMPLOYEE REGULAR WORK SCHEDULE:	8:00 a.m 5:00 p.m. M-F
MPLOYEE DIRECT SUPERVISOR:	Rao Uppu, Director of Environmental Toxicology
UPERVISOR/DEPARTMENT CONTACT NUMBER:	
UMBER OF EMPLOYEES SUPERVISED (if any):	
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- Proposed Employee Appointment Proposed Employee Clearance Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

211001-22476 1003 JAN 10 2014

JUNDS AVAILABLE

1000

EPAF Preview

Name and ID:Anthony T Jackson, S02467152Job and Suffix:2M9103-00, Asst. Vice ChancellorTransaction:3869Query Date:Jun 02, 2014Transaction Status:CompletedLast Paid Date:Approval Category:Hire Full-Time Monthly Staff, HIRE10

\varTheta Previous 🛛 Next 😔

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

EPAF Approver Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Create New Employee Record

Enter Changes	Current Value	New Value
Employee Class Code: *	MU, Monthly Unclassified	MU, Monthly Unclassified
Employee Status:	Active	Active
Home COAS: *	С	С
Home Organization: 🗚	27251, Dir Student Union Office	27251, Dir Student Union Office
Current Hire Date: 🗱	06/02/2014	06/02/2014
Original Hire Date:	06/02/2014	06/02/2014
Adjusted Serv. Date:	06/02/2014	
First Work Date:	06/02/2014	

Create a New Job Assingment, 2M9103-00 Asst. Vice Chancellor

Enter Changes	Current Value	New Value
Job Begin Date: 🗚	06/02/2014	06/02/2014
Jobs Effective Date: *	06/02/2014	06/02/2014
Personnel Date:	06/02/2014	

Contract Type: *	Primary	Primary
Title:	Asst. Vice Chancellor	Asst. Vice Chancellor
Annual Salary: *	70000	70000.00
Factor: 🗱	12	12
Pays: 🛊	12	12
Step: \star	0	0
Job Change Reason: 🗰	10000	10000

Change Job Labor Distribution, 2M9103-00 Asst. Vice Chancellor

Currei Effecti	nt ive Date: 00	6/02/201	4			
COAI	ndex Fund	Organiza	tion Accour	t Program Activity L	Location Project Cost Perce	nt Encumbrance Override End Date
С	216020	27251	61002	29000	100.0	

New

Effective Date: 06/02/2014

COA Index Fund		Organizati	ercent Encumbrance			
						Override End Date
С	216020	27251	61002	29000		100.00

C	210020 27251	61002	29000

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Human Resources FYI, 5	Ethel R. Washington, EWASHIN	FYI	Acknowledged	Jun 19,2014 11:58:31 AM
Payroll FYI, 5	Rosie J Taylor, RO STAY	FYI	Acknowledged	Jun 19,2014 04:00:31 PM
HR Review, 30	Ethel R. Washington, EWASHIN	Approve	Approved	Jun 19, 2014 11:58:38 AM
Budget Office, 40	Patsy S Price, PRICEPAT	Approve	Approved	Jun 19, 2014 01:22:13 PM
Budget Office, 40	Pamela D Jones, JONESPAM	Approve	Approved	Jun 20, 2014 12:33:47 PM
Finance Approvers, 45	Flandus McClinton, MCCLINFLAN	Approve	Approved	Jun 20, 2014 12:47:43 PM
SUS Chancellors, 50	Flandus McClinton, MCCLINFLAN for James L Llorens, JAMES_LLORENS	Approve	Approved	Jun 20, 2014 12:48:49 PM
SUS President, 60	Ronald F Mason, RONALD_MASON	Approve	Approved	Jun 20, 2014 04:04:00 PM
Board of Supervisors Approval, 80	Kala Sharee Joseph, KALA_JOSEPH	Approve	Approved	Jun 20, 2014 05:12:53 PM
EPAF Applier, 99	Ethel R. Washington, EWASHIN	Apply	Applied	Jun 20, 2014 07:28:13 PM

Comments

Date:	Jun 20, 2014 04:03:22 PM
Made by:	Ronald F Mason, RONALD_MASON

Comments: Approved at the direction of the Chair

 Date:
 Jun 20, 2014 04:02:47 PM

 Made by:
 Ronald F Mason, RONALD_MASON

 Comments:
 Approved at the direction of the Chair

 Date:
 Jun 20, 2014 04:02:22 PM

 Made by:
 Ronald F Mason, RONALD_MASON

 Comments:
 Approved at the direction of the Chair

Date: Jun 02, 2014 02:02:01 PM

Made by: Brandon K Dumas, BKDUMAS

Comments: Mr. Jackson will serve as the unlcassified, Asst. Vice Chancellor for Student Affairs effective June 1, 2014. He will be compensated at an annual rate of \$70,000.00.

Transaction History

ActionDateUser NameCreated:Jun 02, 2014Brandon K DumasSubmitted:Jun 19, 2014Brandon K DumasApplied:Ethel R. Washington

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

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EPAF Approver Summary

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RELEASE: 8.9

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EPAF Preview

 Name and ID:
 Caronda Sanders Bean, S01318765
 Job and Suffix:
 2M9855-00, Registrar Dir Admissions

 Transaction:
 1837
 Query Date:
 Apr 02, 2014

 Transaction Status:
 Pending
 Last Paid Date:

 Approval Category:
 Hire Full-Time Monthly Staff, HIRE10

😌 Previous 🛛 Next ອ

Add Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History EPAF Approver Summary Return to EPAF Menu

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indicates a required field.

Create New Employee Record

Enter Changes	Current Value	New Value
Employee Class Code:	MU, Monthly Unclassified	MU, Monthly Unclassified
Employee Status:	Active	Active
Home COAS: *	С	С
Home Organization: *	22581, Registrars Office	22581, Registrars Office
Current Hire Date: *	05/01/2014	05/01/2014
Original Hire Date:	04/01/2014	
Adjusted Serv. Date:	04/01/2014	
First Work Date:	04/01/2014	

30 day for April 30 day for Maryf Will change When approved

Create a New Job Assingment, 2M9855-00 Registrar Dir Admissions

Enter Changes	Current Value	New Value
Job Begin Date: 🔹		05/01/2014
Jobs Effective Date: *		05/01/2014
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Annual Salary: 🔹	1 to	75000
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Job Change Reason: *		10000

Change Job Labor Distribution, 2M9855-00 Registrar Dir Admissions

Current

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EPAF Preview

New

Effective Date: 05/01/2014

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End

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С	211001 22581	61002	25000	100.00

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Payroll FYI, 5	Rosie J Taylor, ROSTAY	FYI	Acknowledged	Apr 22, 2014 04:00:12 PM
Human Resources FYI, 5	Ethel R. Washington, EWASHIN	FYI	Acknowledged	Apr 23, 2014 10:24:36 AM
SUS Vice Chancellors, 20	Mary W Johnson, MARY_JOHNSON for Verjanis Peoples, VERJPEOP	Approve	Approved	Apr 22, 2014 04:36:34 PM
HR Review, 30	Ethel R. Washington, EWASHIN	Approve	Approved	Apr 23, 2014 10:24:44 AM
Budget Office, 40	Pamela D Jones, JONESPAM	Approve	Approved	Apr 23, 2014 04:11:00 PM
Finance Approvers, 45	Flandus McClinton, MCCLINFLAN	Approve	Approved	Apr 24, 2014 09:56:22 AM
SUS Chancellors, 50	James L Llorens, JAMES_LLORENS	Approve	Approved	Apr 25, 2014 05:14:02 PM
SUS President, 60	Ronald F Mason, RONALD_MASON	Approve	Approved	Apr 28, 2014 08:57:34 PM
Board of Supervisors Approval, 80	Kala Sharee Joseph, KALA_JOSEPH	Approve	Pending	
EPAF Applier, 99	Ethel R. Washington, EWASHIN	Apply	In the Queue	

Comments

 Date:
 Apr 15, 2014 10:28:36 AM

 Made by:
 Pamela D Jones, JONESPAM

 Comments:
 Currently Velena Johnson is assigned to the position as Interim Registrar. Please submit epaf to cancel her appointment.

Date:	Apr 02, 2014 12:25:50 PM
Made by:	Ethel R. Washington, EWASHIN
Comments:	Documentation on file in HR.

Transaction History

ActionDateUser NameCreated:Apr 02, 2014Mary W JohnsonSubmitted:Apr 22, 2014Mary W Johnson

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Add Comment Previous Next

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EPAF Approver Summary Return to EPAF Menu

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1		0	E	Board Item 5D)-6
JOB CLASS					
JOB CODE	SOUTHERN U		Contract Contract	<u> </u>	1
CALID	rersom	el Action Form	POSITION NUMBER		
			NOWIDER		-
CAMPUS: SUS <u>X</u> SU	JBR SULAC	SUAREC	SU	INO SUSL	A
EMPLOYMENT CATEGORY	К: 9-MONTH	12-MONTH X	OTHER _	(Specify)	
Academic	X Non-Academi	c		Civil Service	
Temporary	Part-time (% of Full Ti	me)	Restricted	
Tenured	Undergradua			Job Appointment	
Tenured Track Other (Specify)	Graduate Ass Retiree Retur			Probationary Permanent Status	
Other (Specify)	Kente Kent	III TO WORK	1.1.1.1		
		R			
Date Left		S	alary Paid		_
	Profile of Person	1 Recommend	led		
Length of Employment Jan Effective Date January 2, 20	nuary 2, 2014		To June 30, 2	2014	
The state of the s					
Name Alice Douzier		SS# <u>S00017451</u> (Last 4 digit	(Sex	F Race*	-
Position Title: IT Project C	oordinator	Departn	nent: Informatio	on & Technology Manager	men
i oanon intei i i i oject c	See Manager				-
Check One X Existing P	osition	*Visa T	Type (See Reverse		-
New Posit	ion			Date:	
(Besition vacance a	authorization form must be proc	essed and approved to	fill F. if		
applicable.)	sitions. Position must be advertise			10 90000	
Years Experience 13	3 Years	Southern Univ	ersity Experience	e <u>13 Years</u> Year:	
Degree(s): Type/Discipline	uter Science Sou	thern Unive	rsity. Bate	on Rouge 1996	-
B.S. Elect	trical Engi- Lou	isiana Stat	e Universi	ty, BR1993	-
neering					
	(
Current Employer	(505)				-
	Pers	sonnel Action			
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Transfer		nent X Othe	r (Specify)	tle Change/Salary Incre	cast
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Recommended Salary\$63	1,000				
Source of Funds	220260-21091-241	00			-
	et: 220260-21091-24	100	Location		
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Form Code: Change of:				To	
	From (machenellog)	Wohmaster	IT Proje	ct Coordinator	_
12.11	Dir. Info/Technology -Time	/ Weblickbeet	Full-Time		_
Status Full Salary Adjustment \$55,	200		\$63,000		-
Salary Adjustment 355,	Financial Ai	d signature (if, app	licable):	Amount	
List total funds currently pa	id this employee by	Source of Funds 220260-210	91-24100	\$63,000.00	
Southern University:		220260-210	71-24100		_
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Comments: (Use back					-
+0 Deres Side	Graduate S	chool signature (if,	applicable):		_
*See Reverse Side			- ·	1	
			AM	~	-
Supervisor]	Date D	Can/Unit Head	_	
Supervisor			hancellor		
Vice Chancellor		Date			_
		Date V	ice President for Fina	ance & Business/Comptroller	r
Director/Personnel		Date			_
			Chairman/S.U. Bo	ard	
		Date	of Supervisors	it is	

	ETHNIC ORGIN (Please check one):	0 0
	Hispanic or Latino	Non-Hispanic or Non-Latino
	RACE (Please check all that apply):	
	White, not of Hispanic origin. A person having of	origins in any of the original people of Europe, North Africa, or the Middle East.
K	_ Black not of Hispanic Origin. A person havin	g origins in any of the Black racial groups of Africa.
	Hispanic. A person of Mexican, Puerto Rican regardless of race.	, Cuban, Central or South American, or other Spanish culture or origins,
		rins in any of the original peoples of the Far East, Southeast Asia, the Indian Judes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
	American Indian or Alaskan Native. A person maintains cultural identification through tribal affil	n having origins in any of the original peoples of North American, and who iation or community recognition.

EMPLOYEE REGU	LAR WORK SCHEDULE:	8:00 a.m. to 5:00 p.m. (As Needed)				
EMPLOYEE DIRE	CT SUPERVISOR:	Tony Moore				
NUMBER OF EMP	LOYEES SUPERVISED, (if any)	17				
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT			

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	-

Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

 Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

 Position Vacancy Announcement (position advertised before processing PAF, if applicable)

 Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

 Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

 Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

 Exemptions Survey Form (signed by employee and budget head)

 Proposed Employee Appointment

 Proposed Employee Clearance

 Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

IT Project Coordinator

Manages project planning and communications by working with Division of Information Technology (DoIT) staff and other project stakeholders to manage, coordinate, plan, and develop technology-related projects, defining objectives and risks related to proposed projects from costs, schedules, technical, architectural, engineering, feasibility and quality perspectives. Working effectively with project team members to establish goals, work content, and schedules, preparing planning documents and tools, researching administrative issues and processes to facilitate team activities, identifying technical resources and seeking assistance or information as needed, assessing the need for external resources, developing budgets, stakeholder input and other information. Facilitating project funding, drafting and recommending policies and procedures, recommending project evaluation processes and tools, identifying success measurement standards for each project phase, coordinating information sharing between stakeholders, serving as a liaison for both internal and external communications, and communicating project team results to the Chief Information Officer and others as assigned.

Requirements

- Education: Bachelor's degree in Computer Science from a four-year institution or an
 equivalent combination of education and experience to satisfy this basic knowledge
 requirement. Certification at any of the following levels (at least two) is highly desirable
 and required in the absence of a BA as described above: CCNP, CCIE, RHCE, AIX, Tivoli
 Certified Enterprise Consultant. MCSE certification a plus.
- 3-5 years of IT work experience in an enterprise environments, with at least 3 years or more years of large scale IT project management experience
- · Experience with databases such as Oracle, SQL Server, MySQL a plus.
- Project Management Professional (PMP) Certification preferred
- Resource identification and management.
- Clarify requirements and architect a solution based on provided requirements.
- Document and provide the estimate to the assigned business Project Manager for the defined scope and requirements.
- Act on approved estimates for development, including delegation to development team, as appropriate.
- Review Quality Assurance (QA) test plans for scope and requirements.
- Address all Quality Assurance (QA) issues or delegate to development team, as appropriate.
- Support User Acceptance Testing (UAT) with the account group and, if desired by the PM and account group, with the functional areas.
- · Finalize all documentation for sign-off and closure of the request.
- Understanding of the Information Assurance Version 2 framework and its application in the form of processes and procedures is desired.
- · Project management skills.
- · Strong interpersonal skills.
- · Strong oral and writing skills.

Responsibili ty	Description	Percentage of Work
Project Management	Develop project plans and execute. Meet with peers and functional areas. Act as a facilitator of various IT projects within the organization.	50%
Documentation	Document project plans, update & manage share point document repositories	30%
Other duties as assigned	Other duties as assigned by manager	10%

Alice M. Douzier

adouzier@yahoo.com

Mobile: (225) 223-2806 Work: (225) 771-3775

An accomplished professional with expertise in a diverse range of technologies within multiple industry settings. Demonstrated success managing Networking, Software Design, Project Management, and Internet Technology. A results oriented individual with proven ability to implement standards, procedures and processes that improve business functionality. Solid management skills, capable of leading and motivating individuals to maximize levels of productivity, while forming cohesive team environments.

Qualification Highlights

PROFESSIONAL EXPERIENCE:

3756 Edgemont Drive

Baton Rouge, LA 70814

Southern University System, Baton Rouge, LA Assistant Director

- Assistant in planning, monitoring and tracking of projects to ensure compliance and adherence to established deadlines.
- Contribute information and recommendations to advance operational objectives for strategic planning.
- Responsible for contract preparation and submission to state agencies for approval.
- Team lead in the development cycle of an application for the iPhone mobile device and continued maintenance as needed.
- Manage local and wide-area data network by providing access to network resources, maintaining equipment, and monitoring network performance.
- Performing updates and additions for all areas on the system website.
- Configuration and maintenance of Windows servers, anti-virus, file storage, web, and network peripherals.
- Administration and overall internal network security.
- Software and hardware technical support for various systems as needed.
- Performance monitoring for security application implemented for network protection of clients and servers.

Webmaster

Aug. 2000 - Aug. 2009

- Design and maintenance of the websites including information storage and updates.
- Responsible for quality and content control of the websites.
- Utilizing IIS as a tool for website maintenance and organization.
- Design templates and banners for websites by utilizing Dreamweaver, Flash and Photoshop.
- Configuration and maintenance of servers, switches, routers, and hubs within the network infrastructure.
- Monitoring use of stored data to safeguard information.
- Software and hardware technical support for various system and university campus offices as needed.
- Design of a Graphical User Interface for accessing databases and implementation of queries and reports.
- Configuration and Maintenance of client/server databases.
- Conduct computer diagnostics to determine nature of hardware and software problems.

Sept. 2009 - Present

Alice M. Juzier

- Install hardware, software, and peripheral equipment.
- Train workers in use of computer and related equipment.
- Creation of databases for use with documentation tracking and correspondence address storage.
- Development of a Graphical User Interface for accessing databases and providing queries and reports.

Aegis Mortgage Corporation, Baton Rouge, LA Programmer/Analyst

- Scripting procedures for display, via an intranet application, of loan processing quality control data.
- Design and coding updates of web pages for intranet applications to provide additional data related to the loan process and leads tracking.
- Design and implementation of an automated interface to the Mortgage Electronic Registration System (MERS) for loan registration and transfer of rights.
- Feature enhancement and implementation of a loan tracking system for use in monitoring and updating loan and document status.
- Coding of application features and creation of stored procedures for handling of data retrieval from database tables.

Alcatel USA, Plano, TX

Software Development Engineer

- Development using C++ in a UNIX environment for feature specific programming.
- Utilizing software suites for version control of files, debug tracking, and design documentation.
- Analysis and design of real-time software to be used in multi-threaded systems.
- Design a translation system that will handle industry compliant message conversions for Alcatel's Next Generation Signaling Server.
- Development of an optical carrier transmission system interface agent for handling communication between an OC-3 system and the 'Megahub 600E' telephone switching network.
- Development of interfaces for translation of switch traffic reports used for billing and data collection.
- Evaluation of customer requirements and coordination of feature specific tasks.
- Analyses of existing switch functionality for determination of new feature enhancement requirements.
- Documentation of feature additions including concise descriptions, impact statements, scenarios, application programming interfaces, and event traces.
- Coding of objects for subsystem interfaces.
- Scheduled independent inspections at the completion of each phase of the software development lifecycle.
- Lead team in maintenance of interface agent software after delta deliveries to system.
- Testing feature specific drivers for software used in the operations environment.
- Design and coding of client/server interfaces for real-time multi-task messaging systems using CORBA.
- Performed regression, unit and integration testing of features before release to system.
- Design and coding of objects for provisioning, testing, and auditing of switching devices.

Education:

M. S. Computer Science B. S. Electrical Engineering 1996, Southern University, Baton Rouge, LA 1993, Louisiana State University, Baton Rouge, LA

Jan. 1997 – July 1999

Page |2

Aug. 1999 – Aug. 2000

References:

Alice M.

4

Available Upon Request.

Juzier

Board Item 5D-10

JOB CODE		M	
Perso	nnel Action Form POSITI	ON	
CALID	NUMBI	ER	
CAMPUS: SUS SUBR _X SULAC	SUAREC	SUNO SUSLA	
EMPLOYMENT CATEGORY: 9-MONTH	12-MONTH X OTH	CR (Specify)	
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Temporary Part-time (of Full Time)		
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Date Left _ June 30, 2013		<u>3/5,000.00/yr.</u>	
ength of Employment <u>October 1, 2013</u>	on Recommended To Ser	otember 30, 2014	
Effective Date		<u> </u>	
ame LaShawn Thompson	SS# <u>xxx-xx-7648</u>	_ Sex <u>Female</u> Race* <u>A</u>	. <u>A.</u>
osition Title: ERP Lead Coordinator	(Last 4 digits only) Department:	vision of Information Technology	
Theck One X Existing Position	*Visa Type (See l	Reverse Side): US	
New Position		piration Date:	
(Position vacancy authorization form must be p existing and new positions. Position must be adver	ocessed and approved to fill ised before processing PAF, if		
applicable.) /ears Experience 24 Years	Southern University Exp	erience 9 Years	
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Venice LaShawn Thompson 1302 Mayhaw Drive ~ Baton Rouge, Louisiana 70807

1502 Maynaw Drive * Daton Rouge, Louisiana

(225) 775-7153 thompsonvl@sbcglobal.net

PROFESSIONAL OBJECTIVE

An experienced Programmer Analyst with extensive Design, Analysis and Technical Sup expertise, seeking a position to use my leadership capabilities to further any organizati technical objectives.

STRENGTHS AND ABILITIES

- Expertise in creating solutions in the design, development and troubleshooting of com systems and architectural issues.
- Knowledge of SQL PLUS, UNIX, Oracle, Bannner, Evisions Argos, FormFus Intellcheck
- Coding expertise in COBOL, PL/I, C, and Assembler languages in MVS, IMS, and I environments.
- Developed CICS COBOL programs in a VM/CMS environment.
- Analyze and designed enhancements and changes to previously existing software.
- Experienced Software development Team Leader.
- Proven interpersonal, communications and people skills with the ability to interface staff, end-users, clients, developers, systems analysts, and management.

CAREER EXPERIENCE

Southern University/Information Systems Division, Baton Rouge, Louisiana

Positions: Mgr. Application Services (08/12 – Present)

Currently, providing support to end-user with Banner Finance, Student and HR issues as 1 emerge. I'm currently servicing as the Finance Liaison for DoIT. Presently, working with the I consultant to move the Legacy Data into ODS. Creating and modifying ARGOS reports for end-users. Uploaded the 1098, 1099 and W2 forms from the Evisions Co-op. Establish ac scripts to provide data to the function-users, auditors as well as updating tables when needed the users. Serve as a technical resource for the new persons to the Banner Application Te Working with the consultant on the AR Interface from SUNO and SUSLA Banner Stu Systems.

Southern University/Information Systems Division, Baton Rouge, Louisiana Positions: Systems Analyst (8/04 – 7/12)

Provided support to end-user with Banner Finance, Student and HR issues as they occur. Wo with the IBM consultant to move the Legacy Data into ODS. Created and modified ARC reports for the end-users. Created forms in FormFusion for the AR system. Create adhoc script provide data to the function-users, auditors as well as updating tables when needed for the us Worked on web tailoring for Banner Admissions, Financial Aid and Finance self serv Supported the end-user bring up Intellcheck. Supporting the effort of bring up the Banner esystem to accommodate the banner system and Argos reports and also the efforts to convert legacy system data to Banner for Student and Financial Aid systems. Attend technical functional user training for the new BANNER system which is being implemented, which is Oracle and UNIX base system. I attended the UC4 training sessions, to help facilitate

Venice LaShawn Thompson 1302 Mayhaw Drive ~ Baton Rouge, Louisiana 70807

(225) 775-7153 thompsonvl@sbcglobal.net

scheduling process for the banner jobs. Participated on the single Chart Conversion team. Crea and supporting the interface between the SUNO and SUSLA systems to the Banner Finance sys on SUBR campus. Participated on the Higher One implementation team, which will help student receive their student refund checks in a timely and timely manner. Provided assistance t who request my experience and knowledge to improve the quality of services provide the unive faculty, staff, students, administration and auditors. Provided support for the university Finar Record System (FRS) a SCT product. Maintained both on-line and batch (COBOL and Cl software for the FRS system. I assisted the end-users with technical support problems. Insta and tested all system enhancement and maintenance bulletin in production. Also provided sup for the e~print system which houses report for the various systems for the university.

EXCELIS, Dallas, Texas

Positions: Senior Programmer Analyst (9/99 – 12/03) Consultant (6/97 – 9/99)

Senior Programmer Analysts on a Mortgage Loan Servicing system. Responsibilities included design, analysis, and development of new and maintaining existing software for the Invertise Reporting and Remitting application (IRR). Created new Batch reports for the IRR, LPI, ESC, PCA applications. Modified online screens and batch reports for IRR, LPI, ESC, PCA, and (applications. All new and modified code was unit test and code reviewed. Completed I assigned task on or ahead of schedule with minimal quality assurance issues. All code developed using TELON, ENDEVOR, COBOL, and IMS for these applications. Generated data for testing using Datavantage and TSO File Aid for MVS data files and IMS databases. U Xpeditor in regression testing to improve the quality of the code to the customers. Created

program specifications for all new and changed programs. Other job tasks have included analysts of customer related problems in the field, attending training class, and providing on cal support. Created special request items for the customers. Created a manual for setting Expeditor for team members. Created the IRR team website using HTML. The website provid helpful tips for team members and also fostered cross training among team members. Particip in the departmental efforts of testing Xpeditor, Telon and ENDEVOR for the upgrade to the 2 Operating System. Received a letter of commendation for providing quality service to customers.

EDS, Atlanta, Georgia

Position: Consultant (9/96 - 4/97)

A Software Engineer on the implementation of GM Brazil Common Systems Interface project runs the Assembly and FAB plants. Responsible for modification, construction and unit testin 100

on-line, Batch, and BMP software for the order management system that processes order cha and cancellations. Translated documentation written in Portuguese to English in orde effectively modify existing software. Software was developed using ROSCOE, PL/I, JCL, M and IMS DB/DC on this project. Created PSB's and JCL to test all new and modified 1 programs. Generated test data for testing using TSO File Aid for MVS data files and 1 databases. Created programs to generate data files for testing used by the team. Participate code walkthroughs, to identify possible defects and verify that the code performed the requ functionality, in order to deliver the customer a maintainable and quality product. Prov technical support during product system test. Served as a technical resource to team memb Projects were completed on schedule with minimal quality issues.

Board Item 5D-11

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Nolan B. Johnson III Mobile: 504-421-1288 Email: nbjiii@yahoo.com

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Work Experience Professional Profile:

- Accomplished and motivated IT specialist with 6 years' experience in the telecommunication and information technology profession with progressively responsible experience in performing workstation maintenance, server administration, remote access support of computer workstations, and data network/telephony support to 10,000+ users in both civilian and military capacities.
- Currently hold the following IT certifications: Comptia A+, Comptia Network+, Comptia Security+, and Avaya Certified Implementation Specialist (VoIP PBX system).
- 4 years of experience as a manager/supervisor of 15 or more employees in a retail business environment.
- U.S Government top secret security clearance.

Southern University A & M College Baton Rouge, LA Dates: December 2009 - present Hours per week: 40+

Jr. Network Analyst

PERFORM WORKSTATION MAINTENANCE: Provide customer service and IT technical support independently daily to any user using a university workstation. Tasks include: Provide verbal guidance, direction, and instruction to users to aid in preventing workstation problems from reoccurring.

PROVIDE DATA NETWORK SUPPORT: Provide IT technical support daily, in person, on the phone and/or via email. Also work with the network infrastructure team to perform setup, troubleshooting, maintenance, and network cabling installation. Tasks include:

- Isolate and swiftly solve network problems by using Fluke Network Analyzer.
- Provide verbal guidance, direction, and instruction to inform users of university network policies if they were not aware.

- Facilitate coordination with university departments to gather requirements and execute new network installations.
- Provide weekly oral briefings to network supervisor and team on the status of network projects, unresolved issues, and how customer service can be improved by enhancing a business process or policy.
- Monitor network performance with Orion Solar Winds network performance software.

PERFORM SERVER SYSTEM ADMINISTRATION: Independently perform daily server administration, monitoring, and backups of an Avaya Voice over IP PBX server.

Tasks include:

- Backup scheduling of server.
- · Administration of all telephony related services.

PROVIDE SUPPORT TO USERS WITH TELEPHONY ISSUES: Highly experienced at independently providing daily customer service and IT technical support to 10,000+ users and knowledgeable in carrier telecommunication technologies (BRI, PRI, ISDN, SIP and VoIP). Tasks include:

- Provide end-user support in person, on the phone and /or via email
- Maintenance, repair, troubleshooting, and modification of the LAN and WAN voice/IT infrastructure, inside/outside building telephony, network cable requirements, project management, and service to any other infrastructure components related to the voice system such as elevator phones and security alarm systems connectivity.
- Maintain the supporting documentation for telephony configurations for the campus.
- Perform and have proficient knowledge of programming announcements, paging and intercom groups, cover paths, hunt groups, FACs, h.323 stations, and faxes.
- Perform and have proficient programming of ACD, call centers, autoattendant vectors, skills, vdn's and Agent-Id's.
- Perform and be proficient in managing, installing, configuring, and troubleshooting: Avaya G650, G450, G430, G250 gateways and media modules.
- Perform and be proficient in managing Avaya S8700 servers including monitoring alarms, and performing backups.
- Proficient in installing, troubleshooting, modifying and running firmware upgrades to: Avaya 9600 and 2400 series telephones.
- Be proficient in programming Val boards for music on hold.
- Modify dial plans.
- Perform basic programming of Avaya Contact Center Express.

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Assist-users with Avaya Modular Messaging (Voicemail system).

PERFORM COMPUTER, NETWORK, AND TELEPHONE PROJECT ASSIGNEMTNS: Gathered business requirements for new installation and deployment of computers, network equipment, and telephone services. Acted as lead technician on multiple projects concurrently throughout the university's campus; created and executed an effective plan to identify information technology resource inefficiencies that resulted in a telecommunication savings of \$42,000 dollars a year to the university. Project management experience includes:

- Conducting meetings with outside vendors and state agencies to troubleshoot telephony related problems.
- Conducting feasibility surveys when a new or change of service of network, telephone, or computer services is requested. This typically involves analyzing multiple alternatives to address the IT issue or concern.
- Supervise contractors working on an outsourced implementation of the university data or telephone network.
- Performed analysis and research of telecommunication resources such as phone lines used, security systems in use, fire systems, maintenance contracts, telephony billing. The analysis resulted in the university saving \$42,000 per year in telecommunication expenses by disconnecting services that were no longer in use.
- Coordinated with Louisiana State Fire Marshall and campus facilities
 planning personnel to get new university buildings approved for grand
 opening by providing and coordinating telephony services and
 installation of phone lines for building safety systems such as fire
 alarms, elevator emergency phones, and security alarms.
- Coordinated installation of new deployment of call recording hardware and software installation for campus police. The project involved gathering requirements for installation, conducting a feasibility survey, attention to detail, coordinating with vendors, and briefing the IT team of the plan for deployment. Through a team effect the project was successfully completed on time.

Veringent, LLC Dates: Sep 2013 – Oct 2013 Hours: Contract Telecom Engineer

Note: All work was conducted at UBS Financial in Baton Rouge, LA

- Installed and configured Avaya G430 Gateway
- Created and installed Cat5e cabling for system interconnectivity
- Installed 16 Avaya 9600 series telephones and associated headsets

- Installed SBC border controller
- Test POTS lines
- Assisted with user training

Louisiana Air National Guard Hammond, LA Dates: April 2007 - present Hours: Drill status, unless called to active duty.

236TH COMBAT COMMUNICATIONS SQUADRON, COMMUNICATION-ELECTRONICS CYBER SURETY SPECIALIST: Perform administration and maintenance of U.S. Air force overall information assurance program, which includes communications security, emissions security, and computer security, monitor enterprise IA policy compliance and provides recommendations for effective implementation

of IT security controls.

236TH COMBAT COMMUNICATIONS SQUADRON, COMMUNICATIONELECTRONICS VOICE NETWORK

TECHNICIAN: Perform installation, deployment, repair, sustain fixed, mobile, and transportable voice switching systems, voice over internet protocol, voice protection systems, telecommunications management system, key and intercom systems, copper core and/or fiber-optic wiring, terminal blocks, data transmission media, and intra-building wiring.

Winn-Dixie Stores, INC Baton Rouge, LA Dates: June 2003 - December 2012 Hours worked: 5 - 40 hours per week

DAIRY/ FROZEN FOOD DEPARTMENT MANAGER: Performed job 40 hours per week, responsible for department overall sales performance, inventory control, product ordering, correct merchandising, and employee work scheduling.

ASSISTANT STORE MANAGER: Performed job 40 hours per week, assisted store manager in managing overall store sales performance, total store inventory control, product ordering, correct merchandising, resolve customer complaints, manage all store employees during the work day, and their work resources.

ASSISTANT FRONT END MANAGER: Performed job 20 - 40 hours per week, responsible for resolving customer complaints, proper office accounting, physical cash inventory accountability, manage customer service cashiers, courtesy clerks, and their work resources.

OTHER POSITIONS HELD AT WINN-DIXIE: Performed jobs 5 - 40 hours per week. Frozen Food Associate Stocker/Merchandiser Customer Service Cashier Bagger/Courtesy Clerk

Education

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE Bachelors of Science in Computer Networks and Security Minor in Business Administration Graduation Date: December 2013

COMMUNITY COLLEGE OF THE AIR FORCE Associates in Applied Science in Electronic Systems Technology Graduation Date: February 2010

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE Undergraduate certificate in Management Foundations Graduation Date: December 2013

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE Undergraduate certificate in Computer Networking Graduation Date: August 2013

BELIEVERS LIFE CHRISTIAN ACADEMY, GRETNA, LA High School Diploma Graduation Date: May 2004

Certifications

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION A+ CERTIFIED

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION NETWORK+ CERTIFIED

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION SECURITY+ CERTIFIED

AVAYA CERTIFIED IMPLEMENTATION SPECIALIST

Job Related Training

CAROUSEL UNIVERSITY Avaya Communications Manger Administration Level II Course Graduation Date: August 2010

CAROUSEL UNIVERSITY

Avaya Communications Manger Basic Administration Course Graduation Date: June 2010

THEATER DEPLOYABLE COMMUNICATIONS TRAINING CENTER, SAVANNAH, GA

THEATER DEPLOYABLE COMMUNICATIONS VOICE NETWORK COURSE

Training included: Configuring, operating, and maintaining the REDCOM data telephone switch, basic access module, large voice module, secure voice module, secure telephone equipment, VoIP, and associated cable/wire lines. Graduation Date: July 2008

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER AFB, MS IT FUNDAMENTALS COURSE

Training Included: Digital numbering systems, basic computer fundamentals, cryptology, network fault isolation techniques, cyber security, operational risk management, C4I Security, DoD enterprise systems, and cyber operations. Graduation Date: June 2012

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER, AFB, MS CYBER SURETY COURSE

Training Included: Protecting clients, networks, data/voice systems and databases from unauthorized activity, communications security, emissions security and computer security principles. Also includes, knowledge of how to maintain the integrity, availability, confidentiality and authentication of IT resources by installing, monitoring and directing proactive and reactive information protection measures.

Graduation Date: July 2012

U.S. AIR FORCE TECHNICAL SCHOOL, SHEPPARD AFB, TX VOICE NETWORK SYSTEMS APPRENTICE COURSE

Training included: Communication security analysis, telephone fundamentals, communication system operations and maintenance, cable construction and installation, adv computer networking, private branch exchange systems, secure terminal equipment, VoIP, voice protection systems, isdn and deployed global communications systems.

Graduation Date: March 2008

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER AFB, MS ELECTRONIC PRINCIPLES COURSE

Training included: Electrical test equipment, basic circuits theory, basic circuit components, electromagnetic devices, solid state devices, transistor amplifier circuits, power supply circuits, wave generating circuits, digital numbering systems, basic communications theory, and basic computer network fundamentals.

Graduation Date: November 2007

U.S. AIR FORCE, LACKLAND AFB, TX BASIC MILITARY TRAINING COURSE Graduation Date: September 2007

WINN-DIXIE STORES, INC C.O.R.E. SUPERVISORY SKILLS I AND II TRAINING Graduation Date: April 2007

CISCO NETWORK ESSENTIALS (2 DAY BOOT CAMP PROVIDED BY CISCO)

JUNIPER JUNOS EX SWITCHING BOOTCAMP BY JUNIPER NETWORKS

Additional Information

PROFICIENT IN USE OF SOFTWARE:

- Ip Scanner
- Look-on-Lan
- Juniper Enterprise Switch Manager
- Microsoft office suite (Word, Excel, Access, Outlook, MS Visio)
- Windows 2000, XP, Vista, 7, Server 2003 and 2008
- Solarwinds Network Performance Monitor
- Kace helpdesk systems
- Avaya Aura Communications Manager

- Voice Announcement Manager
- open source sound editing software for music on hold
- putty
- Contact center express software suite.

SECURITY CLEARANCE:

Louisiana Air National Guard (United States Air Force) Active U.S. Government Top Secret Security/Sensitive Compartmented Information Clearance

Termination/Renewal Date: April 2018

AWARDS:

- City of Zachary, LA Outstanding Citizen Award
- U.S. Air Force Achievement Medal
- Louisiana Achievement Medal

COMMUNITY SERVICE:

River Parishes Community College

Actively participated and contributed to the service learning project HEAL (Hurricane Experience Action Leadership) in December 2008. Project HEAL was a community service learning project of college students engaging in making audiences kindergarten through twelfth grade aware and the importance of being prepared for a hurricane in Ascension Parish of Louisiana.

AFFILIATIONS/MEMBERSHIP:

- Association for Computing Machinery
- Avaya International Users Group (National and Louisiana chapter)
- Enlisted Association of the National Guard of the United States
- Black Data Processing Associates (BDPA)
- National Society of Black Engineers

CHARITIES:

- American Red Cross
- Christian Children's Fund

REFERENCES:

Available upon request.

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This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

	I HIVIC ORGIN (Flease check one).	
H	ispanic or Latino	Non-Hispanic or Non-Latino
R	ACE (Please check all that apply):	
X W	Thite, not of Hispanic origin. A person having	g origins in any of the original people of Europe, North Africa, or the Middle East.
В	lack. not of Hispanic Origin. A person have	ving origins in any of the Black racial groups of Africa.
	ispanic. A person of Mexican, Puerto Rica gardless of race.	n, Cuban, Central or South American, or other Spanish culture or origins,
	sian or Pacific Islander. A person having or	igins in any of the original peoples of the Far East, Southeast Asia, the Indian icludes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
m	aintains cultural identification through tribal aff	on having origins in any of the original peoples of North American, and who filiation or community recognition.
	ENTS: Professor Porter is rule 2014, Spring 2014.	eturning to state Budget, effective
EMPLO	YEE REGULAR WORK SCHEDULE:	
EMPLO	YEE DIRECT SUPERVISOR:	Dr. Cynthia Bryant

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5881

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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HR USE ONLY: STATUS (circle one): EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approva	l by Human Resources	before employment	is
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	0 3 2014 <u>CODE</u>	EXPIRES	100
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H-1 Visa (Distinguished Merit & Ability)	DAMINIST ATION	P	1A
J-1 Visa (Exchange Visitor Program)	11 month		0
F-1 Visa (Student Emp. FT Student at S.U.)	F1		
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	39 6	

Do Not Write Below This Area For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form) Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- **Proposed Employee Appointment**
- **Proposed Employee Clearance**
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM FFICE 107.21000 Rev 07/24/2007

Board Item 5D-14

JOB CODE Personnel Action Form POSITION CAL ID Image: Substand Structure NUMBER CAMPUS: SUS SUBR ✓ SULAC SUAREC SUNO SUSLA	JOB CLASS SOUT	HERN UNIVER	SITY SYSTEM		
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		T SUPERVISOR:		Dr. H. Dwayne Jer	ro
		ARTMENT CONTA OYEES SUPERVIS		771-3580 (Dwayne	_Jerro@subr.edu)
HR U	SE ONLY:	STATUS (circle o	one):	EXEMPT	NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	US RA H1 J1 F1 F0	

Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees) Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment
 - Proposed Employee Clearance
 - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

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Board Item 5D-15

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	ETHNIC ORGIN (Please check one):	
	Hispanic or LatinoX	Non-Hispanic or Non-Latino
	RACE (Please check all that apply):	
·	White, not of Hispanic origin. A person having or	igins in any of the original people of Europe, North Africa, or the Middle East.
<u> </u>		ng origins in any of the Black racial groups of Africa.
	Hispanic. A person of Mexican, Puerto Rican, regardless of race.	Cuban, Central or South American, or other Spanish culture or origins,
	Asian or Pacific Islander. A person having origin Subcontinent, or the Pacific Islands. This area inclu-	ns in any of the original peoples of the Far East, Southeast Asia, the Indian des, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
	American Indian or Alaskan Native. A person maintains cultural identification through tribal affilia	having origins in any of the original peoples of North American, and who tion or community recognition.

COMMENTS:

This PAF is submitted to change the title of Dr. Moustapha Diack from Professor of Science/Mathematics Education to Professor/Director of Science/Mathematics Education. A commensurate salary adjusted is also requested. Dr. Diack is a replacement for Dr. Joseph Meyinsse, Science/Mathematics Education Director, who suddenly passed on November 3, 2013. The submission of this PAF is necessitated by the fact that we need an immediate replacement for Dr. Meyinsse.

EMPLOYEE REGU	LAR WORK SCHEDULE:		8:00 a.m 5:00 p.m. M-F
EMPLOYEE DIREC	CT SUPERVISOR:	Dr. Robert Miller,	Interim Dean of Sciences and Agriculture
NUMBER OF EMPI	OYEES SUPERVISED, (if any)	<u> </u>	
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	CODE	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	US RA H1 J1 F1 F0	

Do Not Write Below This Area For Human Resource and Budgetary Control Use Only!

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- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
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- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Board Item 5D-16

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Undergrad	uate Student		Job Appoir Probationa	ry
X Tenured Track Graduate A	Assistant		Permanent	Status
Other (Specify) Retiree Ret	turn To Work		RECE	IVEL Realany Change
Freedowee Edna Hull		ALCONTON	0= 000	ge &Salary Change
revious Employee <u>Edna Hull</u> pate Left 01/05/2014		Salary Paid	95,000	5 2013
Profile of Pers	on Recom	mended		
	son Reconn	To 06/30/	2014	CAFFAIRS
ength of Employment 07/01/2013				
Sffective Date 01/06/2014 Name Cheryl Taylor		2202	Sex F	Race* B
Name Cheryl Taylor		ast 4 digits only)		
Name <u>Cheryl Taylor</u> Position Title: <u>Chair, Graduate Programs in Nursi</u>	ng	Department: Scho	ol of Nursing	
Position Title: Chair, Graduate Programs in Pursu			Sida):	
Check One X Existing Position		*Visa Type (See Rev	ferse brach.	
			ation Date:	(
New Position (Position vacancy authorization form must be adv	processed and ap	proved to fill ressing PAF, if		
existing and new positions. Position must be not			ioneo 13.0	
applicable.) Years Experience 29.0	South	ern University Exper	rence 15.0	Year:
	Institution/Loc	ation (SU-Baton Roug s University	50).	05/1989
PhD	University of V	Vashington		12/1980
MSN BSN	Dillard Univer	sity		05/1977
Check One New Appointment Cont Transfer Repl	acement X	Sabbatical Other (Specify)	Chang of Pos.	Leave of Absence , Status & Pay Chang
Recommended Salary 98,172		Salary Budgeted		98,172
Source of Funds Dean School of Nursing		Loc	ation	
Identify Budget: 111000-2406-1000)	Page	Item #	
Form Code:		rage		
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Annual Prof/Director of N	isg Research	Chair, G 12mos	raduate Nurshi	y/ruset
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	al Aid signatur	e (if, applicable):		
Finance	Source	of Funds	Amo	ount
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Southern University:				
*See Reverse Side Comments: (Use back of form)				
		an another		
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and linger	2/16/13 Date Date	Chancellor		Dat
Vice Chancellor	Date 2//6//3 Date	Chancellor Vice Presider	nt/Finance	Dat Dat Da
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Vice Chancellor	Date 2//6//3 Date Date	Chancellor Vice Presider Business Af	nt/Finance fairs/Comptrolle U. Board	Dat Dat Da

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one)

Hispanic or Latino	Non-Hispanic or Non-Latino
RACE (Please check all that apply):	
_ White, not of Hispanic origin. A person h	naving origins in any of the original people of Europe, North Africa, or the Middle East.
	n having origins in any of the Black racial groups of Africa.
Hispanic. A person of Mexican, Puerto regardless of race.	Rican, Cuban, Central or South American, or other Spanish culture or origins,
Asian or Pacific Islander. A person havir Subcontinent, or the Pacific Islands. This are	ng origins in any of the original peoples of the Far East, Southeast Asia, the Indian ea includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
American Indian or Alaskan Native. A maintains cultural identification through triba	person having origins in any of the original peoples of North American, and who al affiliation or community recognition.
	 RACE (Please check all that apply): White, not of Hispanic origin. A person I Black, not of Hispanic Origin. A person Hispanic. A person of Mexican, Puerto regardless of race. Asian or Pacific Islander. A person having Subcontinent, or the Pacific Islands. This articles

COMMENTS: Dr. Taylor is replacing Dr. Edna hull as Chair, Graduate Programs in Nursing/Associate Professor and being changed from a 9 month to a 12 month position at a salary of 98,172.

EMPLOYEE REGULAR WORK SCHEDULE:		8:00 am – 5:00pm		
EMPLOYEE DIRECT SUPERVISOR: SUPERVISOR/DEPARTMENT CONTACT NUMBER		Janet Rami		
		2 (225) 771-2360		
NUMBER OF EMP	LOYEES SUPERVISED, (if any)	9		
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT	

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	FO	

Do <u>Not</u> Write Below This Area For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor) Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

- 1 9 	Board Item 5D-17
JOB CLASS SI DATS	
SOL	JTHERN UNIVERSITY SYSTEM
JOB CODE O U	Personnel Action Form
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VP/FINALL	
EMPLOYMENT CAFEGORY& CUMPNI	CONTRER 12-MONTH X OTHER (Specify)
Academic X	Non Academia
;	_ Non-Academic Civil Service _ Part-time (% of Full Time) Restricted
Tenured	Undergraduate Student Job Appointment
Tenured Track	Graduate Assistant Probationary
Other (Specify)	_ Retiree Return To Work Permanent Status
Previous Employee <u>Melva Kristi Turne</u>	er Reason Left Position Change
Date Left August 31, 2009	Salary Paid \$60,350.00
Duch	le of Derson Desember 1 al
Length of Employment July 1, 2013	ile of Person Recommended
Effective Date February 10, 2014	To June 30, 2014
Name <u>Fatina C. Elliott</u>	
Position Title: Assistant Vice Chancello	(Last 4 digits only) or for Student Affairs Department: Academic and Student Affairs
	The brand stranger and student Allan's
Check One X Existing Position	*Visa Type (See Reverse Side):
New Position	Expiration Date:
(Position vacancy authorization f	form must be processed and approved to fill
applicable.)	a must be advertised before processing FAF, II
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Bachelor: Business Administra	
Associate: General Business	s Coahoma Community College 1991
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This information is requested solely for the purpose of determining compliance with Federal	Civil R	ights l	Laws
and does not affect employment consideration.			

	ETHNIC ORGIN (Please che	ck one):	
	Hispanic or Latino	<u>x</u>	Non-Hispanic or Non-Latino
	RACE (Please check all that a	pply):	
	White, not of Hispanic origin.	A person having origin	s in any of the original people of Europe, North Africa, or the Middle East.
<u>X</u>	Black, not of Hispanic Origin.	A person having o	rigins in any of the Black racial groups of Africa.
	Hispanic. A person of Mexican regardless of race.	n, Puerto Rican, Cu	ban, Central or South American, or other Spanish culture or origins,
	-		n any of the original peoples of the Far East, Southeast Asia, the Indian , for example, China, Japan, Korea, the Philippine Islands, and Samoa.
	American Indian or Alaskan N maintains cultural identification th	-	ring origins in any of the original peoples of North American, and who n or community recognition.
СОМ	MENTS: Fatina Elliott will ser	rve as the Assista	it Vice Chancellor for Student Affairs.

EMPLOYEE REGULAR WORK SCHEDULE: EMPLOYEE DIRECT SUPERVISOR:		Monday – Thursday: 8:00 a.m. – 6:000 p.m. Friday: 8:00 am – 12:00 Noon Dr. Rosetta Jones		
NUMBER OF EMPL	OYEES SUPERVISED, (if any)			
HR USE ONLY:	STATUS (circle one):	EXEMPT	NON-EXEMPT	

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

<u>Documentation must be provided for review and approval by Human Resources before employment is offered.</u>

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance

_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

DFC 2 0 2013

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Job Description

Assistant Vice Chancellor for Student Affairs

The Assistant Vice Chancellor for Student Affairs provides strategic leadership and management for all aspects of the student support services operation and will be a highly visible and effective spokesperson for the University in communicating the vision for the student centered unit. This position will oversee Residential Life and Student Activities, the Student Success Center, Counseling, Athletics/Intramural, TRIO programming and related sub-departments, including leadership and supervision of its employees and procedures, development and implementation of policies, and review of staff performance. The Assistant Vice Chancellor will serve as a key member of the Chancellor's Cabinet and of the Academic Council, and will advise both groups on all matters pertaining to student affairs. The Assistant Vice Chancellor for Student Affairs reports to the Vice Chancellor for Academic and Student Affairs.

General duties of the Assistant Vice Chancellor for Student Affairs include:

- Maintains, formulates, develops, and proposes academic policies aligned with the SUSLA Student Handbook annually and as it becomes necessary.
- Advises staff members on problems relating to policy, program, and administration.
- Maintains the university mission by promoting the student-centered philosophy throughout the university.
- Develops and oversees high quality programs in the areas of student support services, academic advisement, student success, retention, disability services, special programs, residential life and athletics.
- Ensures appropriateness of systems to support departmental compliance functions and monitors the compliance with state and federal regulations reporting requirements
- Prepares and submits an annual state of the department report to the Vlce Chancellor for Academic & Student Affairs.
- Reviews reports of student misconduct cases that require disciplinary action to insure recommendations conform to university policies and respond to student complaints when escalated to AVCSA office.
- In coordination with the VIce Chancellor for Research, Sponsored Programs and Institutional Effectiveness, implement various data sets involving students, faculty and staff and follow up with results that lead to action planning and the tracking of evidence.
- Assume accountability for the student satisfaction/retention assessment process in alignment with policies stated in the student handbook.
- Encourages an environment of positive cooperation and communication within the university.
- Lead and/or participate in the development of catalog, student handbook, and other student affairs/academic policy documents.
- Implement and support collaboration between the Academic Affairs and Student Affairs Departments.
- Develop and implement Student Affairs best practices that will promote citizenship, ethics and integrity.
- Other duties or projects as may be assigned.

Required Qualifications:

• Master's degree from a regionally-accredited university; a doctoral degree is desired.

- A minimum of four years and/or college-level management experience, including two years of supervisory experience in student services or equivalent.
- Successful higher education counseling, teaching, or other work experience
- Proven success at optimizing academic and enroliment goals, including retention and equity-related goals.
- Experience in strategic planning and resource/budget management.
- Evidence of effectiveness in leading, supervising, motivating, and evaluating staff as well as promoting their professional development.
- Evidence of ability to work in collaborative partnerships across the academic community and the community at-large.
- · Bvidence of commitment to and effectiveness in working with diverse students, faculty, and staff.
- Excellent interpersonal and communication skills.
- Successful performance in an on-campus interview and presentation.

Southern University at Shreveport, an institution within the Southern University and A & M System, seeks to provide quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

JOB CLASS						
	SOUTHERN UNIVER	RSITY SYS'	ГЕМ			
JOB CODE	Personnel Actie	on Form PO	SITION			
CAL ID		NU	MBER			_
CAMPUS: SUS SUB	BR SULAC S	SUAREC	SU	NO	SU	SLA
EMPLOYMENT CATEGORY:						
Academic	X Non-Academic			Civil Serv	ice	
Temporary	Part-time (%	of Full Time)		Restricted		
Tenured	Undergraduate Studen	t		Job Appo	intment	
Tenured Track	Graduate Assistant			Probation		
Other (Specify)	Retiree Return To Wor	rk		Permanen	it Status	
Previous EmployeeBenjamin	n Pugh	Reason	Left Re	tirement		
Date Left April 30, 2014		Salary I	Paid <u>\$9</u>	5,000.00		
Length of Employment July	Profile of Person Recon 1, 2013		June 30, 2	014		
Effective Date May 1, 2014						
Name Benjamin Pugh	SS#	xx-xx-5636	Sex	M	Rac	e* _B
	or for Finance and Administration	(Last 4 digits only)		nd Admini	stration	
vice Chancello	7 101 Finance and Auministration	_ Department:	Finance a	and Addition	anon	
Check One X Existing Pos	ition	*Visa Type (S	See Reverse	Side):	US	A
New Position			Expiration	Date:		
	horization form must be processed and					
existing and new positi applicable.)	ions. Position must be advertised before pr	ocessing PAF, if		3		
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Transfer Recommended Salary: <u>\$95,000</u> Source of Funds: <u>Genera</u> Identify Budget: Form Code: Change of: Position Status Salary Adjustment List <u>total funds</u> currently paid th Southern University:	atment X Continuation 0.00 Replacement al Appropriations State <u>From</u> Financial Aid signature nis employee by Source of State: 51	Sabbatical Other (Speci Salary Budg Page (if, applicable): f Funds	ify) eted Location 1002 56000	25,000.00 <u>511001 </u> Item # <u>To</u> Amount	56110 56	1002 56
Transfer Recommended Salary: <u>\$95,000</u> Source of Funds: <u>General</u> Identify Budget: Form Code: Change of: Position Status Salary Adjustment List <u>total funds</u> currently paid th Southern University: <u>*See Reverse Side</u>	atment X Continuation 0.00 Replacement al Appropriations State <u>From</u> Financial Aid signature nis employee by Source of State: 51	Sabbatical Other (Speci Salary Budg Page (if, applicable): f Funds 1001 56110 56	ify) eted Location 1002 56000	25,000.00 <u>511001 </u> Item # <u>To</u> Amount	56110 56	1002 56
Transfer Recommended Salary: <u>\$95,000</u> Source of Funds: <u>General</u> Identify Budget: Form Code: Change of: Position Status Salary Adjustment List <u>total funds</u> currently paid th Southern University: <u>*See Reverse Side</u> Comments: (Use back of for	atment X Continuation Replacement	Sabbatical Other (Speci Salary Budg Page (if, applicable): f Funds 1001 56110 56	ify) eted Location 1002 56000	25,000.00 <u>511001 </u> Item # <u>To</u> Amount	56110 56	1002 56
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Transfer Recommended Salary: <u>\$95,000</u> Source of Funds: <u>General</u> Identify Budget: Form Code: Change of: Position Status Salary Adjustment List <u>total funds</u> currently paid th Southern University: <u>*See Reverse Side</u> Comments: (Use back of for	atment X Continuation Replacement	Sabbatical Other (Speci Salary Budg Page (if, applicable): f Funds 1001 56110 56	ify) eted Location 1002 56000 e):	25,000.00 <u>511001 </u> Item # <u>To</u> Amount	56110 56	1002 56
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This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

	ETHNIC ORGIN (Please check one):	
	Hispanic or Latino	Non-Hispanic or Non-Latino
	RACE (Please check all that apply):	
	White, not of Hispanic origin. A person having ori	gins in any of the original people of Europe, North Africa, or the Middle East.
x	Black, not of Hispanic Origin. A person having	g origins in any of the Black racial groups of Africa.
	Hispanic. A person of Mexican, Puerto Rican, regardless of race.	Cuban, Central or South American, or other Spanish culture or origins,
		ns in any of the original peoples of the Far East, Southeast Asia, the Indian des, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
	American Indian or Alaskan Native. A person maintains cultural identification through tribal affilia	having origins in any of the original peoples of North American, and who tion or community recognition.
•		

COMMENTS:

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| EMPLOYEE REGULAR WORK SCHEDULE:          |                      | 8:00a – 6:00p (Mon-Th); 8:00a – 12 noon (Fri) |            |  |
|------------------------------------------|----------------------|-----------------------------------------------|------------|--|
| EMPLOYEE DIRECT SUPERVISOR:              |                      | Dr. Ray L. Belton                             |            |  |
| SUPERVISOR/DEPARTMENT CONTACT NUMBER     |                      | Office of the Chancellor; (318) 670-9312      |            |  |
| NUMBER OF EMPLOYEES SUPERVISED, (if any) |                      | 6                                             |            |  |
| HR USE ONLY:                             | STATUS (circle one): | EXEMPT                                        | NON-EXEMPT |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

#### CLASS OF EMPLOYMENT (VISA STATUS):

| TYPE                                                          | CODE | EXPIRES |
|---------------------------------------------------------------|------|---------|
| United States Citizen/Certificate of Naturalization           | US   |         |
| Resident Alien                                                | RA   |         |
| H-1 Visa (Distinguished Merit & Ability)                      | H1   |         |
| J-1 Visa (Exchange Visitor Program)                           | J1   |         |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1   |         |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | F0   |         |
|                                                               |      |         |

# Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

### PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

- Application for Employment Form Admin/Faculty/Unclassified Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
  - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

|                                                                                                               |                       |                              | Board Item                                  | n 5D-19                     |
|---------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------|---------------------------------------------|-----------------------------|
| OB CLASS SOUTHERN UNIT                                                                                        | VEDSITV ST            | VSTEM                        |                                             |                             |
| IOD CODE Demonst                                                                                              | Action Form           | POSITION                     |                                             |                             |
| DECEIVED Personnel                                                                                            | Action Form           | NUMBER                       |                                             |                             |
| CAL ID 2011 IAN -7 PM 2:24                                                                                    |                       |                              |                                             |                             |
| CAMPUS: SUS SUBR SULAC                                                                                        | SUAR                  | REC                          | SUNO ×                                      | SUSLA                       |
| EMPLOYMENT CATE OPRY                                                                                          | 12-MONTH              | X OTHE                       | R (Speci                                    |                             |
|                                                                                                               |                       |                              | Inst                                        | 5 17 5                      |
| x Academic Non-Academic<br>Temporary Part-Time ( %                                                            | of Full Time)         | $\square \rightarrow$        | Civil Service<br>Restricted                 | ·//                         |
| Tenured Undergraduate S                                                                                       | student. 2 2014       |                              | Job Appoint                                 |                             |
| x Tenured Track Graduate Assista                                                                              | int<br>To Worke Chanc |                              | A Probationar<br>Permanent S                |                             |
|                                                                                                               |                       |                              | - Gillia                                    | status                      |
| Previous Employee Shawan Bellow                                                                               |                       |                              | 50,000                                      | 1 11:3                      |
| Date Left5/31/2013                                                                                            | 5a                    | lary Paid                    | 50,000                                      |                             |
| Profile of Per                                                                                                | son Recomm            |                              | 15                                          |                             |
| Length of Employment 01/13/2014                                                                               |                       | To 01/12/20                  | 115                                         |                             |
| Effective Date 01/13/2014                                                                                     |                       |                              |                                             |                             |
| Name Dr. Jenita C. Hegwood                                                                                    | SS#                   |                              |                                             | Race* Black                 |
| Position Title: Asst. Prof/ Dir of Field Exp. & Student Teach                                                 | ing D                 | epartment: _C                | ollege of Educatio                          | on/Elem Education           |
| Check One Existing Position                                                                                   | *                     | Visa Type (See               | Reverse Side):                              | US                          |
| New Position                                                                                                  |                       | Exp                          | iration Date:                               |                             |
| (Position vacancy authorization form must be proce<br>existing and new positions. Position must be advertised |                       |                              |                                             |                             |
| applicable.)                                                                                                  |                       |                              | 0                                           |                             |
| Years Experience 12                                                                                           | Southern UI           | niversity Exper              |                                             | Year:                       |
|                                                                                                               | as Southern Univer    |                              | (c).                                        | 12/2011                     |
|                                                                                                               | rie View A&M Un       |                              | View, TX                                    | 5/2005                      |
|                                                                                                               | versity of Missouri   |                              |                                             | 5/2001                      |
|                                                                                                               |                       | REC                          | FIVED                                       |                             |
| Current Employer Smith Academy Aldine Independent Se                                                          | chool District        | TILO                         | Las I V Las Las                             |                             |
| Perso                                                                                                         | nnel Action           | DEC                          | 0 9 2013                                    |                             |
| 10100                                                                                                         |                       | VICE CHA                     | NCELLOR FOR                                 | - Sector Sector             |
| Check One New Appointment Continuation                                                                        | on Sabb               | atica DMINISTR               | ATION & FINANCE                             | eave of Absence             |
| Transfer X Replacement                                                                                        |                       | - (Speen)) _                 |                                             | 1                           |
| Recommended Salary 62,500.00                                                                                  | Salar                 | y Budgeted                   | 62,500.00                                   |                             |
| Source of FundsState                                                                                          |                       |                              |                                             |                             |
| Identify Budget: General Funds<br>Form Code: BOR -10                                                          | Page                  | Locatio<br>2                 | n 41<br>Item #                              | 11001-42230-61003-<br>96    |
| Change of:                                                                                                    | Tage                  |                              |                                             |                             |
| From                                                                                                          |                       |                              | <u>To</u>                                   |                             |
| PositionStatus                                                                                                |                       |                              |                                             |                             |
| StatusSalary Adjustment                                                                                       |                       |                              |                                             |                             |
| Financial Aid si                                                                                              | ignature (if, appli   | -                            |                                             |                             |
| List total funds currently paid this employee by                                                              | Source of Fur         | nds                          | Amount                                      | t                           |
| Southern University:<br>*See Reverse Side                                                                     |                       |                              |                                             |                             |
| Comments: (Use back of form)                                                                                  | -                     |                              |                                             |                             |
| *See Reverse Side Graduate S                                                                                  | School signature (    | if, applicable):             | and the same of the same of the same of the |                             |
|                                                                                                               | 1 1 -                 | n 1                          | IVI                                         |                             |
| p prover p C p                                                                                                | 3/2013 Dete De        | an/Unit Head                 | LOhing                                      | $\frac{12}{3}\frac{20}{20}$ |
| Supervisor A hue 12                                                                                           | 1-0612                | Wigf                         | 02013                                       | 5/14                        |
| Vice Chancellor                                                                                               | Date Ch               | ancellor                     | 1                                           | Date                        |
| M. Maldonado 1-2-                                                                                             |                       | ce President/Fin             | 8                                           | Date                        |
| Director/Personnel                                                                                            |                       | siness Affairs/C             |                                             | Date                        |
| Smule Valad 6                                                                                                 | 1214                  |                              |                                             |                             |
| President                                                                                                     |                       | airman/S.U. Bo<br>Supervisor |                                             |                             |
|                                                                                                               | EN                    |                              | DATE 12                                     | -10-13                      |
|                                                                                                               | Gr 12.                | 18-2013                      |                                             |                             |

| This information is requested solely for the purpose of determining compliance with Federal Civil R | lights Laws ar | bı |
|-----------------------------------------------------------------------------------------------------|----------------|----|
| does not affect employment considerations.                                                          |                |    |

|   | ETHIC ORGIN (Please check                                                    | с опе):                                |                                                                                                                                                        |
|---|------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Hispanic or Latino                                                           | <u>x</u>                               | Non-Hispanic or Non-Latino                                                                                                                             |
|   | RACE (Please check all that a                                                | apply):                                |                                                                                                                                                        |
|   | White. Not of Hispanic origin.                                               | A person having                        | g origins in any of the original people of Europe, North Africa, or the Middle East.                                                                   |
| X | Black. Not of Hispanic Origin.                                               | A person have                          | ving origins in any of the Black racial groups of Africa.                                                                                              |
|   | Hispanic. A person of Mexican, I regardless of race.                         | Puerto Rican, C                        | uban, Central or South American, or other Spanish culture or origins,                                                                                  |
|   | Asian or Pacific Islander. A pers<br>Subcontinent, or the Pacific Islands. T | son having origin<br>his area includes | s in any of the original peoples of the Far East, Southeast Asia, the Indian<br>, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|   | American Indian or Alaskan Na<br>maintains cultural identification thr       | tive. A person<br>rough tribal affi    | having origins in any of the original peoples of North American, and who<br>liation or community recognitions.                                         |

### **COMMENTS:**

| EMPLOYEE REGULA                                                         | R WORK SCHEDULE:     | <u>M-F: 8:00am-5:0</u> | <u>Dpm</u> |  |
|-------------------------------------------------------------------------|----------------------|------------------------|------------|--|
| EMPLOYEE DIRECT SUPERVISOR:<br>NUMBER OF EMPLOYEES SUPERVISED, (if any) |                      | Dr. Mwalimu Shujaa     |            |  |
|                                                                         |                      | 0                      |            |  |
| HR USE ONLY:                                                            | STATUS (circle one): | EXEMPT                 | NON-EXEMPT |  |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

# CLASS OF EMPLOYMENT (VISA STATUS):

| <u>TYPE</u>                                                   | <u>CODES</u> | <b>EXPIRES</b>       |
|---------------------------------------------------------------|--------------|----------------------|
| United States Citizen/Certificate of Naturalization           | US           | -UNDS AVAILABLE      |
| Resident Alien                                                | RA           |                      |
| H-1 Visa (Distinguished Merit & Ability)                      | HI           | DEC 1 8 2013         |
| J-1 Visa (Exchange Visitor Program)                           | JI           |                      |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | Fl           | W: Juli faithin      |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | F0           | MINISTRATION & FINAN |

# Do Not Write Below This Area <u>For Human Resource And Budgetary Control Use Only!</u>

# PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - Pre-Employment Application Form (Civil Service Application for classified employees)
- Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee) Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

| SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| SUBAC SUBRE SULAC SUAREC SUNO SUSLA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |
| APR<br>APR<br>MEELOR INDUCE POSITION VACANCY AUTHORIZATION<br>************************************                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | E        |
| REQUÉSION HAT THE POSITION Assoc/Asst.Prof/Dir.ProteEnternanternal Citer and State State BELOW<br>BE ROWHORIZED AS A VACANCY FOR College of Education and Remain Development of April - 9 2013<br>(Department of Anit) APR 16 2013ource of Funds<br>Civil Service Temporary Civil College of Education and Remain Development of April - 9 2013<br>(Department of Anit) APR 16 2013ource of Funds<br>Civil Service Temporary Civil College of Education and Remain Development of April - 9 2013<br>(Department of Anit) APR 16 2013ource of Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
| Tenured Probationary (For Faculty this is shine a state the back of the back o |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |
| (Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
| Request to hire a 12-month faculty member in Elementary/Early Childhood Education to direct the field and clinical experiences in the CoE &HD. Duties include coordination of student placement in schools (for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |
| observation, participation, & clincial services) with CoE &HD faculty and P-12 school; supervision of student                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| teachers: teaching in the Elementary or Early Childhood Education Program. Qualifications include Master's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| degree (mnimum), 5 years teaching experience and qualified as LA supervisor of student teaching. (See LA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| Bulletin 746); National Board certification and/or doctoral degree preferred. Budget Location: 411001-42230                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| Salary/Range: \$60,000-\$65,000/year Previous Incumbent (if replacement): Dr. Shawan Bellow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| Approved Disapproved 4/4/2013<br>Department Head Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| Approved Disapproved Music Day 4/4/12<br>Dean/Director/Supervisor of Budget Unit Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| COMPTROLLER'S OFFICE ONLY         HUMAN RESOURCES OFFICE ONLY           Funds Available         Existing/Approved Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| Yes No Yes No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| Job Code: Cal Id: Job Class:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |
| Signature Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
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| AP 4/10/2013 (14-9-2013 DATE: 4-9-13 Rev 5/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
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#### SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive New Orleans, LA 70126-0002 (504) 286-5311 FAX (504) 284-5500 www. suno.edu

#### OFFICE OF THE CHANCELLOR

February 11, 2014

To: Dr. Ronald Mason, President

From: Dr. Victor Ukpolo, Chancellor, SUNO

Re: Dr. Jenita Hegwood's Appointment

Per the request of Chairwoman Bridget A. Dinvaut, SUNO is submitting the appointment documents for Dr. Jenita Hegwood who has been recommended for the position of Assistant Professor/Director of Field Experience and Student Teaching in the Department of Teacher Education, College of Education and Human Development. I seek your approval and that of the Chairwoman to allow the payroll process to proceed, accordingly. Attached are the following documents:

- 1. Approved Personnel Vacancy Announcement (PVA)
- 2. Personnel Action Form (PAF)
- 3. Curriculum Vitae for Dr. Jenita Hegwood
- 4. Job Description for Assistant Professor/Director of Field Experience and Student Teaching in the Department of Teacher Education, College of Education & Human Development

Please note that this is not a new position; it is a replacement of Dr. Shawan Bellow who resigned the position effective May 31, 2013.

Thank you.

Regards,

Victor Ukpolo, Ph.D. Chancellor

APPROVA Dr. Ronald Mason

President

APPROVAL Chairwoman Bridget A. Dinvaut

Southern Board of Supervisors

"An Equal Educational Opportunity Institution"

Jenita Carroll Hegwood 22623 Spring Crossing Drive Spring, Texas 77373 281-907-0908 (Home) 281-620-9004 (Cell) jecita@hotmail.com

**OBECTIVE:** To gain a teaching position at the adult learning level

#### **EDUCATION:**

University of Missouri-Saint Louis Saint Louis, Missouri 63121 B.S. Elementary Education May 2001

Prairie View A&M University Prairie View, Texas 77446 M.Ed. Educational Administration May 2005

Texas Southern University Houston, Texas 77004 Ed. D. Curriculum and Instruction December 2011

#### **CERTIFICATION:**

Standard Classroom Teacher-Elementary Education (Grades 1-8) Standard Classroom Teacher-English as a Second Language (Grades 1-8) Standard Principal (EC-12)

#### **WORK EXPERIENCE:**

- Smith Academy (Aldine ISD) K-4 Language Arts Dean of Instruction (July 2012-Present)
  - Create academic reading and writing calendars for teachers to follow state mandated curriculum
  - Create assessments in reading and writing to ensure students are mastering district and state mandated skills
  - Participate in classroom observations to provide teachers support in best teaching practices, provide positive feedback, and ensure district strategies are being utilized. Objectives are checked, student engagement is analyzed, and teacher interaction is noted.
  - > Offer training to teachers based on district initiatives in the area of reading
  - Disaggregate and analyze data to target teacher and student growth, modify instructional methods, and create assessments
  - Organize and facilitate Family Literacy Night to ensure parents are familiar with district and state requirements

- Present parent workshops to demonstrate instructional strategies and provide activities to help parents at home to increase student achievement
- Provide and seek new instructional materials for teachers to utilize on a daily basis to reach all students
- > Design lesson plans for challenged teachers and for enrichment purposes
- > Model reading and writing instruction for teachers
- > Provide enrichment for students that are falling below the passing standard
- Act as case manager for Response to Intervention Groups by offering suggestions for failing students. Decisions are made whether students should move through different tiers of intervention.
- Attend weekly grade level meetings to review upcoming skills, discuss lessons, and analyze data
- Coordinate all dyslexia intervention groups and referrals
- Provide dyslexia intervention services for students following a multisensory academic program
- Coordinate bus transportation for the school
- Assist in emergency drills to ensure safety of all students and provide feedback to administration to improve student safety
- Participate on the leadership team to ensure best teaching practices are occurring at all grade levels by discussing classroom observations
- Assist with coordinating state mandated testing within the building to ensure all accommodations are met and campus is in compliance with testing regulations
- Rayford Intermediate (Aldine ISD) 5<sup>th</sup>/6<sup>th</sup> Lang. Arts (August 2010-June 2012)
  - Taught Language Arts and social skills to 5<sup>th</sup> and 6<sup>th</sup> grade students in team teaching and co teach classrooms
  - Experience working with general education, second language learners, gifted students, and special needs students
  - > Prepared lessons based on district curriculum and students' needs
  - > Counseled students when academic problems arose and met with parents
  - > Prepared, administered, and corrected tests
  - > Kept attendance and grade records
  - Attended weekly planning meetings to study and analyze upcoming skills to ensure instruction was at a higher level of thinking
- Mendel Elementary (Aldine ISD) 3<sup>rd</sup> ESL/GT (August 2009-June 2010)
  - > Taught all subject areas and social skills to elementary students
  - Experience working with general education, second language learners, and gifted students
  - > Prepared lessons based on district curriculum and students' needs
  - Counseled students when adjustment and academic problems arose and met with parents
  - > Prepared, administered, and corrected tests
  - Kept attendance and grade records

- Met weekly with colleagues to plan lessons and compose weekly assessments
- Stephens Elementary (Aldine ISD) 3<sup>rd</sup> ESL/Inclusion (August 2008-July 2009)
  - > Taught all subject areas and social skills to elementary students
  - Experience working with general education, second language learners, and special needs students
  - > Prepared lessons based on district curriculum and students' needs
  - Counseled students when adjustment and academic problems arose and met with parents
  - > Prepared, administered, and corrected tests
  - > Kept attendance and grade records
  - > Collaborated with colleagues to plan lessons and analyze grade level data
- Anderson Academy (Aldine ISD) Language Arts and Mathematics Skills Specialist (August 2006-May 2008)
  - Assisted in whole and small group teaching sessions to prepare students for success on state mandated tests
  - Facilitated staff development workshops to demonstrate best teaching practices and enhance staff development
  - Disaggregated testing data to provide strengths and weaknesses to teachers and administration
  - Reported testing information as requested to the central administration office
  - > Met with teachers regularly to monitor the progress of all students
  - Assisted with the planning of Family Literacy Night and Math Night to ensure parent communication
  - Compiled the schools Title I portfolio to ensure Title I funds were utilized appropriately at the campus level
  - Evaluated curriculum vendors to ensure materials purchased fit the needs of the school's population
  - > Organized before and after school tutorials for struggling students
- Bussey Elementary (Aldine ISD) 3rd Inclusion/ESL (August 2003-June 2006)
  - > Taught all subject areas and social skills to elementary students
  - Experience working with general education, second language learners, and special needs students
  - > Prepared lessons based on district curriculum and students' needs
  - > Counseled students when academic problems arose and met with parents
  - > Prepared, administered, and corrected tests
  - > Kept attendance and grade records
  - > Collaborated with colleagues to plan lessons and analyze grade level data
  - > Acted as grade level chairperson to ensure the school's vision was
    - implemented within the grade level

- Sammons Elementary (Aldine ISD) 3<sup>rd</sup> Grade (August 2002-May 2003)
  - > Taught core academic subjects and social skills to elementary students
  - > Experience working with general education and special needs students
  - > Prepared lessons based on district curriculum and students' needs
  - > Prepared, administered, and corrected tests
  - Kept attendance and grade records
- Glasgow Elementary School (Riverview Gardens School District) 5<sup>th</sup> Grade (August 2001-May 2002)
  - > Taught core academic subjects and social skills to elementary students
  - Experience working with general education, second language learners, gifted students, and special needs students
  - > Prepared lessons based on district curriculum and students' needs
  - > Prepared, administered, and corrected tests
  - Kept attendance and grade records

#### ADVANCED TRAINING:

- Dyslexia Multisensory Academic Program Training (Summer 2012)
  - Studied The Dyslexia Handbook containing the procedures concerning dyslexia and related disorders
  - Trained in the intervention strategies used to service dyslexic students
  - New Jersey Writing Project of Texas (Summer 2007)
  - Participated in an intensive training of writing theory and pedagogy
- Differentiated Instruction (Fall 2005 & Spring 2008)
  - Trained in designing curriculum and instruction to maximize learning for all students
- Margaret Kilgo-TEKS Correlation to Content Driven Comprehension Reading (May 2005)
  - Trained in a research-based overview of the relationship between the state curriculum, the Texas Essential Knowledge and Skills (TEKS) and Student Expectations (SEs), and the State of Texas Assessments in Reading, Mathematics, Science, and Social Studies. The focus of this training was on teaching and assessing the curriculum, not on teaching to the test.
- International Reading Association Conference (May 2005)
  - The mission of the International Reading Association is to promote reading by continuously advancing the quality of literacy instruction and research worldwide
- John Samara (Fall 2004 & Summer 2008)
  - Trained in engaging students of all abilities and learning styles through specific instructional strategies
  - o Created effective lesson plans and unites of study based on curriculum
  - o Devised authentic student products

o Set campus wide goals to improve student performance

### **LEADERSHIP ROLES:**

- Dyslexia Specialist (2012-Present)
  - o Coordinate all dyslexia referrals
  - o Act as in intervention specialist for dyslexic students
  - o Attend all intervention meetings to ensure proper procedures are followed
  - o Attend all 504 meetings
  - o Ensure all accommodations are met
- Presented at the Texas Alliance of School Black Educators Conference (2008)
  - Presented on the research question asking if there is a difference in the academic performance of schools with more or less philetic culture
- Cooperating Teacher for Student Teachers from Iowa State University (Fall 2005)
  - o Acted as a mentor teacher
  - Communicated with university supervisor and principal on the strengths and weaknesses of student teachers
- ESL Curriculum Writer for Aldine ISD (Summer 2005)
  - Developed a scope and sequence for the district's Language Arts curriculum
  - o Created district assessments
- Aldine ISD Administrator Internship Program Participant (2004-2005)
  - Strategies were learned on how to effectively be an administrator in the Aldine district
- Math Curriculum Writer for Aldine ISD (Summer 2005)
  - o Developed a scope and sequence for the district's Math curriculum
    - o Created district assessments
- HP Technology Grant Participant (2004-2005)
  - Participated in a grade level grant writing project for the use of technology in the classroom
  - Lesson plans were developed on how to incorporate technology on a daily basis and to involve the students on creating a class project using technology that enhanced problem solving and critical thinking skills

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- Students Needing a Pat and a Push (SNAPP) Partner (2003-2008)
  - Responsible for mentoring students who needed extra support and motivation in their personal lives

### AWARDS:

- Recognized in Who's Who Among America's Teachers (2005-2006)
- Nominated for Bussey Campus Teacher of the Year (2004-2005, 2005-2006)
- Aldine ISD A+ Professional Scholarship Recipient (2005)

#### **REFERENCES:**

Available upon request

#### JOB DESCRIPTION

### Dr. Jenita C. Hegwood Assistant Professor/ Director of Field Experiences & Student Teaching

The Director of Field Experiences & Student Teaching is responsible for coordinating the Student Teaching placement for both early childhood and elementary majors in the undergraduate program, as well as the Certification-Only Program Alternative Path.

Student Teaching is the primary activity of the Level IV field experience. It immerses candidates in the teaching and learning environment and engages them with all the demands and responsibilities of full time teaching. Under the guidance of an approved supervising teacher, candidates spend a full semester in the environment of the classroom and the culture of the school building teaching competencies and reflecting on their practices. Activities in Level IV extend beyond classroom and engage the candidates in the broader spectrum of teaching including issues of parental and community involvement in schooling.

The Director of Field Experiences & Student Teaching will:

- determine the eligibility of teacher candidates for Student Teaching;
- assign teacher candidates to schools and cooperating teachers;
- identify potential cooperating teachers and schools for Student Teaching;
- evaluate cooperating teachers in terms of effectiveness and suitability for continuing in the cooperating teacher role;
- coordinate the placements of teacher candidates; consult with university supervisors periodically regarding progress and concerns relating to the teacher candidates;
- evaluate, with the university supervisors, the performance of teacher candidates who perform in an unsatisfactory manner and submit recommendations for review;
- conduct orientation sessions for all teacher candidates prior to placement;
- maintain records for all teacher candidates;
- set up interviews for teacher candidates upon completion of Student Teaching;
- conduct orientation meetings for participating cooperating teachers;
- visit each school site of teacher candidates and personally confer with Principals and Cooperating Teachers to:
  - Explain the COE Mission;
  - Explain the Conceptual Framework;
  - o Invite collaboration;
- review, revise, and disseminate the Field Experiences and Student Teaching Handbook once a year.

The Director of Field Experience/Student Teaching's responsibilities related to the evaluation of cooperating teachers includes ensuring that each teacher candidate receives exemplary mentoring as s/he completes the student teaching process in the Southern University of New Orleans Teacher Education Program. These responsibilities include determining that all school-based faculty meet the criteria outlined in Bulleting 746 Louisiana Standards for State Certification of

School Personnel. The Director of Field Experiences/Student Teaching is responsible for determining that all school based faculty meet one of the following eligibility criteria:

- valid Type A or Level 3 Louisiana certificate in the field of the supervisory assignment
- valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete the three semester-hour course in the supervision of student teaching;
- valid Type B or Level 2 Louisiana certificate in the field of supervisory assignment and successfully complete assessor training through the Louisiana COMPASS Training
- valid Type B or Level 2 Louisiana certificate in the field of supervisory assignment and National Board Certification in the field of the supervisory assignment

The Director of Field Experiences/Student Teaching is responsible for ensuring all school-based clinical faculty complete a Cooperating Teacher Data Form and Cooperating Teacher Agreement Form and submit a copy of their teaching certificate and any other awards or certificates that reflect their proficiency in the teaching and learning process.

The Director of Field Experiences/Student Teaching is responsible for determining when circumstances dictate that is necessary to terminate a teacher candidate from the Student Teaching process under the following conditions:

- The teacher candidate has three (3) or more unexcused absences;
- The teacher candidate violates policies of the participating school or school system;
- The teacher candidate violates the College of Education policies concerning the Student Teaching Program; and/or
- The actions of the teacher candidate are clearly detrimental to the welfare of the students.

The Director of Field Experiences/Student Teaching should meet the following qualifications:

• Master's degree (minimum)

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- Five years teaching experience
- Qualification as a LA Supervisor of Student Teaching (see LA Bulletin 746) or equivalent
- National Board Certification and/or doctoral degree preferred

In addition, the Director of Field Experiences/Student Teaching is expected to:

- Teach in the Teacher Education Department (two courses per semester)
- Engage in research, grant-writing and other scholarship related activities
- Maintain 8 office hours per week
- Serve on departmental, college, and university committees, a assigned
- Accept other duties as assigned by the Chairperson of the Teacher Education Department

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| Previous Employee Dr. Michael Ralph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Reason Left Appointment terminated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | gnature (if, applicable):<br>Source of Funds Amount<br>420116-41410-61002-46000 \$55,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Source of Funds       Amount         420116-41410-61002-46000       \$55,000.00         chool signature (if, applicable):         114       420000-000-000-000-000-000-000-000-000-0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | $\begin{array}{c c} \hline \\ \hline $                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | $\begin{array}{c c} \hline \\ \hline $                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor<br>Wice Chancellor<br>M. Multubunadu<br>2-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | $\begin{array}{c c} \hline \\ \hline $                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | anature (if, applicable):<br>Source of Funds<br>420116-41410-61002-46000<br>\$55,000.00<br>chool signature (if, applicable):<br>-14<br>Date<br>-14<br>Date<br>Date<br>Chancellor<br>Date<br>Vice President/Finance<br>Da                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor<br>Wice Chancellor<br>M. Multubunadu<br>2-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | gnature (if, applicable):<br>Source of Funds<br>420116-41410-61002-46000<br>\$55,000.00<br>\$55,000.00<br>Chool signature (if, applicable):<br>-14<br>Date<br>-14<br>Date<br>Date<br>Chancellor<br>Date<br>Vice President/Finance<br>Business Affairs/Comptroller<br>Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor<br>Wice Chancellor<br>M. Multubunadu<br>2-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | anature (if, applicable):<br>Source of Funds Amount<br>420116-41410-61002-46000 \$55,000.00<br>chool signature (if, applicable):<br>-14 Date Dean/Unit Head Date<br>-14 Date Dean/Unit Head Date<br>-14 Chancellor Date<br>14 Vice President/Finance Date<br>Business Affairs/Comptroller<br>12.19<br>Date Chairman/S.U. Board Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Position<br>Status<br>Salary Adjustment<br>Financial Aid sig<br>List total funds currently paid this employee by<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form)<br>*See Reverse Side<br>Graduate So<br>Supervisor<br>Vice Chancellor<br>Vice Chancellor<br>M. Maledonalor<br>Director/Personnel<br>Comments<br>Comments<br>Supervisor<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Comments<br>Com | anature (if, applicable):<br>Source of Funds<br>420116-41410-61002-46000<br>\$55,000.00<br>(if, applicable):<br>-14<br>Date<br>-14<br>Date<br>-14<br>Date<br>Chancellor<br>Date<br>Vice President/Finance<br>Business Affairs/Comptroller<br>12,14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

|   | ETHIC ORGIN (Please check one):                                              |                                                                                                                                                                                      |  |  |  |
|---|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|   | Hispanic or Latino                                                           | Non-Hispanic or Non-Latino                                                                                                                                                           |  |  |  |
|   | RACE (Please check all that a                                                | apply):                                                                                                                                                                              |  |  |  |
|   | White. Not of Hispanic origin.                                               | A person having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                   |  |  |  |
| X | Black. Not of Hispanic Origin.                                               | A person having origins in any of the Black racial groups of Africa.                                                                                                                 |  |  |  |
|   | Hispanic. A person of Mexican, I regardless of race.                         | Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins,                                                                                                 |  |  |  |
|   | Asian or Pacific Islander. A pers<br>Subcontinent, or the Pacific Islands. T | on having origins in any of the original peoples of the Far East, Southeast Asia, the Indian his area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |  |  |  |
|   | American Indian or Alaskan Na<br>maintains cultural identification thr       | tive. A person having origins in any of the original peoples of North American, and who ough tribal affiliation or community recognitions.                                           |  |  |  |

### **COMMENTS:**

| EMPLOYEE REGULAR W          | ORK SCHEDULE:          | <u>Mon Fri., 8 a.m.</u> | - 5 p.m.   |
|-----------------------------|------------------------|-------------------------|------------|
| EMPLOYEE DIRECT SUPERVISOR: |                        | Dr. David S. Adeg       | boye       |
| NUMBER OF EMPLOYEE          | S SUPERVISED, (if any) | <u> </u>                |            |
| HR USE ONLY:                | STATUS (circle one):   | EXEMPT                  | NON-EXEMPT |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

## **CLASS OF EMPLOYMENT (VISA STATUS):**

| TYPE                                                          | CODES      | SEXPIRES                 |
|---------------------------------------------------------------|------------|--------------------------|
| United States Citizen/Certificate of Naturalization           | US         | FUNDS AVAILABLE          |
| Resident Alien                                                | RA         |                          |
| H-1 Visa (Distinguished Merit & Ability)                      | H1         | FEB 1 2 2014             |
| J-1 Visa (Exchange Visitor Program)                           | J1         | BY: Jullin Kenthryc      |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | <b>F</b> 1 | ADMINISTRATION & FINANCE |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | F0         |                          |

# Do Not Write Below This Area <u>For Human Resource And Budgetary Control Use Only!</u>

# PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

|   | Approved Position Vacancy Authorization Form (applicable for new and replacement positions)      |
|---|--------------------------------------------------------------------------------------------------|
| _ | Position Vacancy Announcement (position advertised before processing PAF, if applicable)         |
|   | Pre-Employment Application Form (Civil Service Application for classified employees)             |
|   | Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)        |
|   | Exemptions Survey Form                                                                           |
|   | Proposed Employee Appointment                                                                    |
|   | Proposed Employee Clearance                                                                      |
|   | Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable) |

# **INTER-OFFICE MEMO**

2/12/2014

Mr. Rentrophe,

J. Renthresc, 13-2014

In regards to the \$5,000 needed to bring Dr. Lott's salary to \$20,000 on the attached PAF, the funds can be transferred from line 61, page 2, location number 411001-42230-61003-41000 (*Student Teaching Field Experience*) of the current budget form (*BOR-10*). The original budgeted salary in the position was \$62,500 and has been reduced to \$31,250. However, this should be discussed with Dr. Adegboye prior to executing the transfer.

Ben Robinson

| JOB CLASS SOUTHERN UNIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DEITV EVETEM                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JOB CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                             |
| CALID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NUMBER                                                                                                                                                                                                                      |
| DECEIV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                             |
| CAMPUS: SUS SUBR SUBR SULAC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SUAREC SUNO _X SUSLA                                                                                                                                                                                                        |
| EMPLOYMENT/CATEGORY: 9-MONTH JAN 1 4 2014 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | -MONTH X OTHER(Specify)                                                                                                                                                                                                     |
| Academic X Officer Academic Part-Time (                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Civil Service                                                                                                                                                                                                               |
| Temporary Part-Time ( Undergraduate Stud                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | lent Restricted Job Appointment_ 6 2014                                                                                                                                                                                     |
| Tenured Track Graduate Assistant<br>Other (Specify) Retiree Return To V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Probationary                                                                                                                                                                                                                |
| Previous Employee Dr. Michael Ralph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Reason Left Appointment terminated                                                                                                                                                                                          |
| Date Left July 8, 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Salary Paid \$75,000.00                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | n Recommended                                                                                                                                                                                                               |
| Length of Employment January 2, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | To Sept. 30, 2014                                                                                                                                                                                                           |
| Effective Date January 13, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                             |
| Name Dr. Donalyn L. Lott SS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | # xxx-xx-6188 Sex Female Race* Black                                                                                                                                                                                        |
| Position Title: Dir. Inst. Res., Effectiveness & Strategic Pl                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Department: <u>Title III/Ctr. for Planning</u><br>Research & Evaluation                                                                                                                                                     |
| Check One X Existing Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Visa Type (See Reverse Side): US                                                                                                                                                                                           |
| New Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Expiration Date:                                                                                                                                                                                                            |
| (Position vacancy authorization form must be processed<br>existing and new positions. Position must be advertised be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                             |
| applicable.)<br>Years Experience 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Southern University Experience 6 months                                                                                                                                                                                     |
| Degree(s): Type/Discipline (BA-Education): Institut                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ion/Location (SU-Baton Rouge): Year:                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | University of Louisiana1986University of Louisiana2000                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ity of New Orleans 2012                                                                                                                                                                                                     |
| Current Employer Southern University at New Orleans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                             |
| Personn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | el Action                                                                                                                                                                                                                   |
| And the second                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | el Action<br>Sabhatical                                                                                                                                                                                                     |
| Check One New Appointment Continuation Transfer X Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sabbatical Leave of Absence                                                                                                                                                                                                 |
| Check One New Appointment Continuation Transfer X Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sabbatical Leave of Absence Other (Specify)                                                                                                                                                                                 |
| Check One New Appointment Continuation Transfer X Replacement Recommended Salary\$50,000.00 RECEIVI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Sabbatical Leave of Absence Other (Specify)                                                                                                                                                                                 |
| Check One New Appointment Continuation<br>Transfer X Replacement<br>Recommended Salary \$50,000.00<br>Source of Funds Title III.<br>Identify Budget: JAN 0 7 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One New Appointment Continuation<br>Transfer X Replacement<br>Recommended Salary \$50,000.00<br>Source of Funds Title III.<br>Identify Budget: JAN 0 7 20<br>Form Code: VICE CHANCELLOF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One New Appointment Continuation Transfer X Replacement Recommended Salary \$50,000.00 RECEIVE Source of Funds Title III/ Identify Budget: JAN 0 7 20 Form Code: VICE CHANCELLOF Change of: VICE CHANCELLOF ADMINISTRATION & From                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One New Appointment Continuation<br>Transfer X Replacement<br>Recommended Salary \$50,000.00<br>Source of Funds Title III.<br>Identify Budget: JAN 0 7 20<br>Form Code: VICE CHANCELLOF<br>Change of: VICE CHANCELLOF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III/       Identify Budget:       JAN 0 7 20'         Identify Budget:       JAN 0 7 20'       VICE CHANCELLOR         Form Code:       VICE CHANCELLOR         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III/       Identify Budget:         Identify Budget:       JAN 0 7 20'         Form Code:       VICE CHANCELLOR         ADMINISTRATION & F         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Financial Aid signa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III/       Identify Budget:       JAN 0.7 20         Identify Budget:       JAN 0.7 20       Form Code:       VICE CHANCELLOF         Change of:       VICE CHANCELLOF       ADMINISTRATION & F         Position       Dir. of Quality Enhancement Plan       From         Status       \$55,000.00       Financial Aid signa         List total funds currently paid this employee by       Southern University:       Financial Aid signa                                                                                                                                                                                                                                                                                                                                          | Sabbatical       Leave of Absence         Other (Specify)                                                                                                                                                                   |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title IIL       Identify Budget:         Identify Budget:       JAN 0 7 20         Form Code:       VICE CHANCELLOR         Change of:       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Salary Adjustment       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by                                                                                                                                                                                                                                                                                                                                                                                                                                            | Sabbatical Leave of Absence<br>Other (Specify)<br>Salary Budgeted \$50,000.00<br>Salary Budgeted \$50,000.00<br>Location 420134-41410-61002-46000<br>Location 420134-41410-61002-46000<br>Page 25 Item # 1<br>FOR<br>INANCE |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVE         Source of Funds       Title III/       Identify Budget:       JAN 0.7 20         Source of Funds       Title III/       JAN 0.7 20         Identify Budget:       JAN 0.7 20         Form Code:       VICE CHANCELLOF         ADMINISTRATION & From       Position         Dir. of Quality Enhancement Plan       Status         Salary Adjustment       \$55,000.00         Financial Aid signa       List total funds currently paid this employee by         Southern University:       *See Reverse Side         Comments: (Use back of form)       Comments: (Use back of form)                                                                                                                                                                                                                             | Sabbatical      Leave of Absence         Other (Specify)                                                                                                                                                                    |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVE         Source of Funds       Title III/       Identify Budget:       JAN 0.7 20         Source of Funds       Title III/       JAN 0.7 20         Identify Budget:       JAN 0.7 20         Form Code:       VICE CHANCELLOF         ADMINISTRATION & From       Position         Dir. of Quality Enhancement Plan       Status         Salary Adjustment       \$55,000.00         Financial Aid signa       List total funds currently paid this employee by         Southern University:       *See Reverse Side         Comments: (Use back of form)       Comments: (Use back of form)                                                                                                                                                                                                                             | Sabbatical Leave of Absence<br>Other (Specify)<br>Salary Budgeted \$50,000.00<br>Salary Budgeted \$50,000.00<br>Location 420134-41410-61002-46000<br>Location 420134-41410-61002-46000<br>Page 25 Item # 1<br>FOR<br>INANCE |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVE         Source of Funds       Title III/       Identify Budget:       JAN 0 7 20'         Source of Funds       Title III/       JAN 0 7 20'         Identify Budget:       JAN 0 7 20'         Form Code:       VICE CHANCELLOR         Change of:       VICE CHANCELLOR         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Salary Adjustment       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by         Southern University:         *See Reverse Side         Comments: (Use back of form)         *See Reverse Side         Graduate School                                                                                                                                                                        | Sabbatical Leave of Absence<br>Other (Specify)                                                                                                                                                                              |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVE         Source of Funds       Title III/       JAN 0 7 20%         Source of Funds       Title III/       JAN 0 7 20%         Identify Budget:       JAN 0 7 20%         Form Code:       VICE CHANCELLOF         ADMINISTRATION & From       Non 7 20%         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Salary Adjustment       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by         Southern University:         *See Reverse Side         Comments: (Use back of form)         *See Reverse Side         Graduate School                                                                                                                                                                                          | Sabbatical      Leave of Absence         Other (Specify)                                                                                                                                                                    |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVE         Source of Funds       Title III       Recommended         Identify Budget:       JAN 0 7 20         Form Code:       VICE CHANCELLOR         Change of:       VICE CHANCELLOR         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Salary Adjustment       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by         Southern University:         *See Reverse Side         Comments: (Use back of form)         *See Reverse Side         Supervisor         Vice Chancellor                                                                                                                                                                                                                                         | Sabbatical Leave of Absence<br>Other (Specify)                                                                                                                                                                              |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III       Identify Budget:       JAN 07 207         Form Code:       VICE CHANCELLOF         Change of:       VICE CHANCELLOF         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by         Southern University:         *See Reverse Side         Comments: (Use back of form)         *See Reverse Side         Supervisor         Vice Chancellor         Wice Chancellor         M. Maedaraal                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                             |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III       Identify Budget:       JAN 07 207         Form Code:       VICE CHANCELLOF         Change of:       VICE CHANCELLOF         Position       Dir. of Quality Enhancement Plan         Status       \$55,000.00         Financial Aid signa         List total funds currently paid this employee by         Southern University:         *See Reverse Side         Comments: (Use back of form)         *See Reverse Side         Supervisor         Vice Chancellor         Wice Chancellor         M. Maedaraal                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                             |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III       Recent of Receive         Identify Budget:       JAN 0.7 20       VICE CHANCELLOF         Form Code:       VICE CHANCELLOF       ADMINISTRATION & F         Position       Dir. of Quality Enhancement Plan       Status         Salary Adjustment       \$55,000.00       Financial Aid signa         List total funds currently paid this employee by       Southern University:       *See Reverse Side         Comments:       (Use back of form)       Graduate School         *See Reverse Side       Graduate School       JAN 0.7.20         Vice Chancellor       M. Maebarad       1-13-         Wice Chancellor       M. Maebarad       1-13-         Director/Personnel       M. Maebarad       1-13-         Director/Personnel       M. Maebarad       1-13- | Sabbatical Leave of Absence<br>Other (Specify)                                                                                                                                                                              |
| Check One       New Appointment       Continuation         Transfer       X       Replacement         Recommended Salary       \$50,000.00       RECEIVI         Source of Funds       Title III       Recent of Receive         Identify Budget:       JAN 0.7 20       VICE CHANCELLOF         Form Code:       VICE CHANCELLOF       ADMINISTRATION & F         Position       Dir. of Quality Enhancement Plan       Status         Salary Adjustment       \$55,000.00       Financial Aid signa         List total funds currently paid this employee by       Southern University:       *See Reverse Side         Comments:       (Use back of form)       Graduate School         *See Reverse Side       Graduate School       JAN 0.7.20         Vice Chancellor       M. Maebarad       1-13-         Wice Chancellor       M. Maebarad       1-13-         Director/Personnel       M. Maebarad       1-13-         Director/Personnel       M. Maebarad       1-13- | Sabbatical Leave of Absence<br>Other (Specify)                                                                                                                                                                              |

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

|      | ETHIC ORGIN (Please check one):                                                                                                                                                                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | Hispanic or Latino Non-Hispanic or Non-Latino                                                                                                                                                                                                                   |
|      | RACE (Please check all that apply):                                                                                                                                                                                                                             |
|      | White. Not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                                                               |
| x    | Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.                                                                                                                                                             |
|      | Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins,<br>                                                                                                                                         |
|      | Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian<br>Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|      | American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.                                                    |
| СОММ | <b>IENTS:</b><br>\$50,000.00 - Title III Funds 420134-41410-61002-46000                                                                                                                                                                                         |
|      |                                                                                                                                                                                                                                                                 |

| EMPLOYEE REGULAR WORK SCHEDULE: |                          | Mon Fri., 8 a.m 5 p.m. |            |
|---------------------------------|--------------------------|------------------------|------------|
| EMPLOYEE DIRECT SU              | JPERVISOR:               | Dr. David S. Adegl     | boye       |
| NUMBER OF EMPLOY                | CES SUPERVISED, (if any) | _1                     |            |
| HR USE ONLY:                    | STATUS (circle one):     | EXEMPT                 | NON-EXEMPT |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

## **CLASS OF EMPLOYMENT (VISA STATUS):**

| TYPE                                                          | CODE       | ESEXPIRES                |
|---------------------------------------------------------------|------------|--------------------------|
|                                                               |            | FUNDS AVAILABLE          |
| United States Citizen/Certificate of Naturalization           | US         |                          |
| Resident Alien                                                | RA         | JAN 1 3 2014             |
| H-1 Visa (Distinguished Merit & Ability)                      | H1         | 2814 T 0 8014            |
| J-1 Visa (Exchange Visitor Program)                           | <b>J</b> 1 | BY:                      |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | Fl         | ADMINISTRATION & FINANCE |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | F0         |                          |

# Do Not Write Below This Area <u>For Human Resource And Budgetary Control Use Only!</u>

| Approved Position Vacanc | y Authorization Form (applicable for | new and replacement positions) |
|--------------------------|--------------------------------------|--------------------------------|
|--------------------------|--------------------------------------|--------------------------------|

- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - Pre-Employment Application Form (Civil Service Application for classified employees).
- Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

| rsonnel Action Form POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Willing Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SULACE SUAREC SUNO & SUSLA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| he Chankellonth X OTHER (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ademic<br>me ( % of Full Time) Civil Service<br>Restricted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| raduate Student Job Appoint 20 at                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| te Assistant Probationary Permanent Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Acadamic Affaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Salary Paid \$75,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| e of Person Recommended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| To Sept. 30, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SS# xxx-xx-6188 Sex Female Race* Black                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| tegic Pl Department: Title III/Academic Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| *Visa Type (See Reverse Side): US                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Expiration Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| t be processed and approved to fill<br>e advertised before processing PAF, if                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Southour University Empirican                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Southern University Experience         6 months           Institution/Location (SU-Baton Rouge):         Year:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Xavier University of Louisiana 1986                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Xavier University of Louisiana 2000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| University of New Orleans 2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Drleans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ontinuation Sabbatical Leave of Absence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| placement Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1 A A A A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Salary Budgeted 15,000 BR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Salary Budgeted 5000 BC<br>Location 411001-43010-6000-44100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Salary Budgeted 5000 BC<br>Location 411001-43010-6000-44100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Salary Budgeted <u>15 000 BR</u><br>Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Salary Budgeted         15,000 BR            Location         411001-43010-6000-44100           Page          Item #            Dir. Inst. Res., Effect. & Strat.            Planning         Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Salary Budgeted         15,000 BR            Location         411001-43010-6000-44100           Page          Item #            Dir. Inst. Res., Effect. & Strat.            Planning         Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Salary Budgeted         15,000 BR            Location         411001-43010-6000-44100           Page          Item #            Dir. Inst. Res., Effect. & Strat.            Planning            `\$70,000.00           (\$20,000.00 from State/Gen.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Salary Budgeted         15,000 BR           Location         411001-43010-6000-44100           Page         Item #           n         Dir. Inst. Res., Effect. & Strat.           Planning         '\$70,000.00           '\$70,000.00         (\$20,000.00 from State/Gen. 1)           Source of Funds         Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Salary Budgeted         15,000 BR            Location         411001-43010-6000-44100           Page          Item #            Dir. Inst. Res., Effect. & Strat.            Planning            `\$70,000.00           (\$20,000.00 from State/Gen.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Salary Budgeted         15,000 BR            Location         411001-43010-6000-44100           Page          Item #            Dir. Inst. Res., Effect. & Strat.                Dir. Inst. Res., Effect. & Strat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Salary Budgeted         15 0 0 BK           Location         411001-43010-6000-44100           Page         Item #           n         Dir. Inst. Res., Effect. & Strat.           Planning         \$70,000.00 (\$20,000.00 from State/Gen.)           ial Aid signature (if, applicable):         Source of Funds           420116-41410-61002-46000         \$55,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Salary Budgeted       15 000 BK          Location       411001-43010-6000-44100         Page        Item #          Dir. Inst. Res., Effect. & Strat.           Planning          \$70,000.00       (\$20,000.00 from State/Gen.)         ial Aid signature (if, applicable):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Salary Budgeted         15 0 0 BK           Location         411001-43010-6000-44100           Page         Item #           n         Dir. Inst. Res., Effect. & Strat.           Planning         \$70,000.00 (\$20,000.00 from State/Gen.)           ial Aid signature (if, applicable):         Source of Funds           420116-41410-61002-46000         \$55,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Salary Budgeted       15,000 fk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Salary Budgeted       15,000 gR         Location       411001-43010-6000-44100         Page       Item #         n       Dir. Inst. Res., Effect. & Strat.         Planning       '\$70,000.00 (\$20,000.00 from State/Gen.)         ial Aid signature (if, applicable):       Source of Funds         Yaduate School signature (if, applicable):       Amount         aduate School signature (if, applicable):       Discource of Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Salary Budgeted       15,000 gk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Salary Budgeted       15,000 fk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Salary Budgeted $1500 \text{ gc}$ Location $411001-43010-6000-44100$ Page       Item #         n       Dir. Inst. Res., Effect. & Strat.         Planning $$70,000.00 \text{ ($20,000.00 from State/Gen.1]}$ ial Aid signature (if, applicable):       Source of Funds         Amount $420116-41410-61002-46000$ \$55,000.00       \$55,000.00         aduate School signature (if, applicable):       Date         Date       Dean/Unit Head         Date       Dean/Unit Head         Date       Chancellor         Date       Vice President/Finance         Date       Vice President/Finance         Business Affairs/Comparoller       Date                                                                                                                                                                                                                                                                            |
| Salary Budgeted         15,000 Sk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Salary Budgeted $1500 \text{ gc}$ Location $411001-43010-6000-44100$ Page       Item #         n       Dir. Inst. Res., Effect. & Strat.         Planning $$70,000.00 \text{ ($20,000.00 from State/Gen.1]}$ ial Aid signature (if, applicable):       Source of Funds         Manual       Amount         420116-41410-61002-46000       \$55,000.00         aduate School signature (if, applicable):       Date         Date       Dean/Unit Head         Mark       Mark         Mark       Date         Date       Vice President/Finance         Date       Vice President/Finance         Date       Vice President/Finance         Date       Strate         Date       Date         Date       Strate         Date       Strate         Date       Date         Date       Strate         Date       Strate         Date       Strate         Date       Strate         Date       Strate         Date       Strate |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

|   | ETHIC ORGIN (Please check one):                                                                                                | n en se                                                                                                        |  |
|---|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   | Hispanic or Latino                                                                                                             | Non-Hispanic or Non-Latino                                                                                                                         |  |
|   | RACE (Please check all that apply):                                                                                            |                                                                                                                                                    |  |
|   | White. Not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle Ea |                                                                                                                                                    |  |
| X | Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.                            |                                                                                                                                                    |  |
|   | Hispanic. A person of Mexican, Puerto Rican, Cul<br>regardless of race.                                                        | pan, Central or South American, or other Spanish culture or origins,                                                                               |  |
|   |                                                                                                                                | in any of the original peoples of the Far East, Southeast Asia, the Indian<br>for example, China, Japan, Korea, the Philippine Islands, and Samoa. |  |
|   | American Indian or Alaskan Native. A person h<br>maintains cultural identification through tribal affili                       | naving origins in any of the original peoples of North American, and who ation or community recognitions.                                          |  |
|   |                                                                                                                                |                                                                                                                                                    |  |

### **COMMENTS:**

| EMPLOYEE REGULAR WORK SCHEDULE: |                      | Mon Fri., 8 a.m 5 p.m. |            |
|---------------------------------|----------------------|------------------------|------------|
| EMPLOYEE DIRECT SUPERVISOR:     |                      | Dr. David S. Adegboye  |            |
| NUMBER OF EMPLOYEES             | SUPERVISED, (if any) | 1                      |            |
| HR USE ONLY:                    | STATUS (circle one): | EXEMPT                 | NON-EXEMPT |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

<u>Documentation must be provided for review and approval by Human Resources before employment is</u> <u>offered.</u>

### CLASS OF EMPLOYMENT (VISA STATUS):

| <u>TYPE</u> <u>CO</u>                                         | DES EXPIRES                 |
|---------------------------------------------------------------|-----------------------------|
| United States Citizen/Certificate of Naturalization           | JS FUNDS AVAILABLE          |
| Resident Alien R                                              | RA .                        |
| H-1 Visa (Distinguished Merit & Ability)                      | JAN 1 3 2014                |
| J-1 Visa (Exchange Visitor Program)                           | 11 BV. ullis a tro          |
| F-1 Visa (Student Emp. FT Student at S.U.) F                  | F1 ADMINISTRATION & FINANCE |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | FO                          |

# Do Not Write Below This Area For Human Resource And Budgetary Control Use Only!

| PAF A | <b>PPROVAL PROCESS CHECKLIST</b> (Must have the information outlined below):                     |
|-------|--------------------------------------------------------------------------------------------------|
|       | Approved Position Vacancy Authorization Form (applicable for new and replacement positions)      |
|       | Position Vacancy Announcement (position advertised before processing PAF, if applicable)         |
| •     | Pre-Employment Application Form (Civil Service Application for classified employees)             |
|       | Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)        |
|       | Exemptions Survey Form                                                                           |
|       | Proposed Employee Appointment                                                                    |
|       | Proposed Employee Clearance                                                                      |
|       | Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable) |

5

#### Donalyn Leufroy Lott, Ph.D.

Southern University at New Orleans 6400 Press Drive New Orleans, LA. 70126 504-286-5244 (office) 504-606-2721 (cell) Home Address 12320 Hayne Blvd. New Orleans, LA. 70128 504-245-9507 (home) 504-606-2721 (cell)

1986

6/2013-present

dlott@suno.edu

#### drmeme09@gmail.com

#### EDUCATION:

University of New Orleans 2012 Ph.D. in Education Administration Dissertation: Perceptions of College Readiness and Social Capital of GED completers in entry-level college courses. (A quantitative study) Research interests: Adult literacy (impact); adult education (ABE/GED); adult learning theory (andragogy); developmental education (engagement, retention, support services); community college students (underpreparedness, student success, motivation, and persistence); and, college readiness (college knowledge)

Xavier University of Louisiana 2000 M.A. Elementary Education/Curriculum and Instruction Reading Specialist

Xavier University of Louisiana 1996 Completed State Alternative Teacher Education Program Louisiana Certification (A), Lower Elementary (grades 1-4) Reading Specialist, (grades 1-12)

Xavier University of Louisiana B.A. Business Administration Minor: Economics

WORK EXPERIENCE:

Southern University at New Orleans (SUNO) QEP Director Institutional Effectiveness (Interim Coordinator)

Coordinates the implementation, assessment, and day to day operations of the QEP; supports institutional data management related to institutional effectiveness; collects, analyzes, and reports institutional data to all required agencies; supports programmatic accreditation efforts; plans and coordinates all assessment activities. Nunez Community College, Chalmette LA. 1/2003-5/2013 Department Chair, Developmental Studies (2009- present) Associate Professor – Developmental Reading, Early Childhood & Teacher Education (2004-present) Adjunct Instructor – Developmental Reading (2003)

University of New Orleans (Summer, 2013) Adjunct Instructor – Advanced Program Evaluation in Higher Education

Delgado Community College, City Park Campus (2009-2012) Adjunct Instructor - Teacher Education Instructor, - DCC Adult Education Program (1/2012- present)

Instructed students in Developmental Reading, Early Childhood, Teacher Education, and Advanced Program Evaluation courses; advised, tutored and mentored developmental education and general studies students; recruited full time and adjunct faculty; recruited and hired peer tutors and teacher assistants; coordinated tutoring schedule, tutor payroll, and individual tutoring sessions; planned improvements to Developmental Studies program; set goals, tasks and objectives for Development Studies; created student learning outcomes for Developmental courses, Early Childhood courses, and Teacher Education program; coordinated and supervised student candidates in the AST program in observation and field experiences; devised, drafted and disseminated policies for developmental studies; assessed and reported on activities in the Student Success Center; tracked and evaluated student progress through developmental courses; attended regional and national conferences relevant to Developmental Studies, Early Childhood and Teacher Education.

Little Woods Elementary School, Orleans Parish School System, New Orleans LA, 1996-2004

Our Lady of Lourdes Catholic School/St. Leo the Great Catholic School, Archdiocese of New Orleans, 1988-1996

Classroom Teacher

Reading Resource Coordinator

Literacy Facilitator

School Improvement Planning Team, Chair

Instructed students, ages 5-14, in all basic academic subjects; maintained student records; supervised students; monitored student progress; and maintained classroom control; trained and assisted administration and faculty in becoming practitioners in the effective teaching of reading; implemented and monitored literacy programs; planned and presented professional development workshops; coached and observed teachers in reading programs; provided feedback and support to improve student performance; wrote and evaluated school improvement plan; set school-wide and individual classroom/subject area goals to meet yearly accountability goal; designed, redesigned curriculum and instruction strategies to address cited deficiencies; created and implemented programs to minimize student failure; developed and analyzed annual school budget for oversight.

#### PRESENTATIONS

Nunez Community College (NCC) Faculty Institute, August 2005

Best Practices in the Classroom

Topic: Effective Questioning Techniques

Presentation on using effective questioning techniques (convergent vs. divergent) that require students to use higher order thinking skills.

Greater New Orleans Association for the Education of Young Children, August 2005 (GNOAEYC) Presentation on developing respectful, effective, guidance strategies for young children and their teachers.

# National Association of Community College Teacher Education Programs (NACCTEP), March 2007

Presentation on the development of and the recruitment and enrollment of students into the new two-year teacher education program.

Louisiana Community and Technical College System (LCTCS), April 2009 Presentation on developing an effective Quality Enhancement Plan (QEP) for SACS accreditation.

# Nunez Community College (NCC)

Faculty Institute, January 2004

Topic: Effective Questioning Strategies

Presentation on the use of divergent vs convergent questioning techniques in the college classroom. Tips for enhancing critical thinking skills across disciplines.

# Nunez Community College (NCC)

New Student Orientation, August 2008

Topic: College Knowledge and Success

Presentation on the expectations, processes, and academic rigor of college life. Tips and strategies offered to new students to ensure both social and academic integration, into college.

# Nunez Community College (NCC) Faculty Institute, January 2009

Topic: Developmental Education Students

Presentation on the characteristics and needs of Developmental Education students. Tips and strategies to address individual learning styles and academic abilities.

#### CHANCELLOR

# Nunez Community College (NCC)

Faculty Institute, January 2010

Topic: Academic Advising

Presentation on the importance of effective academic advising of Developmental Education students; tips and strategies for faculty advisors.

# Nunez Community College (NCC)

Faculty Institute, March 2012

Topic: "What Exactly Is Banner?"

Presentation on Banner implementation for NCC faculty and advisors. Information and tutorial session.

### Louisiana Association of Developmental Education (LADE) Annual Conference, October 2012

Topic: "Connecting the Dots of Developmental Education: A Model for Student Success

Presentation on developing a model for ensuring successful completion of Developmental Education courses.

# Louisiana Community and Technical Colleges System (LCTCS) Annual Conference, March 2013

Topic: "Connecting the Dots of Developmental Education: A Model for Student Success

Presentation on developing a model for ensuring successful completion of Developmental Education courses.

### CAMPUS COMMITTEES

Space Utilization Committee (SUNO) NCC QEP Implementation Team, Member SACS Steering Committee (NCC) On-line Instruction (NCC), Member Developmental Studies Advising Committee LA TeachNext, Member (NCC) Faculty Senate (NCC) Academic Council (NCC)

#### PUBLICATIONS

May, 2012 (Dissertation) - ProQuest, LLC <u>Perceptions of College Readiness and Social Capital of GED Completers in Entry-</u> <u>level College Courses.</u>

May, 2013 (submitted; in-review) -- Commission on Adult Basic Education (COABE Journal)

GED Completers' Perceptions of College Readiness and Social Capital: Linking Adult Literacy to a Greater Quality of Life. (co-author)

#### CHANCELLOR

#### PROFESSIONAL MEMBERSHIPS

Southern Association of Institutional Research (SAIR) National Association of Community College Teacher Education Programs (NACCTEP) International Reading Association (IRA) Louisiana Association of Women in Higher Education (LAWHE) Louisiana Institute of Higher Education (LIHE) Kappa Delta Pi (KDP) Phi Delta Kappa (PDK) Success for Children and Families Vision Council, United Way of Greater New Orleans

#### PROFESSIONAL DEVELOPMENT

SACSCOC Annual Meeting - 12/2013 Southern Association of Institutional Research (SAIR) - 10/2013 Louisiana Association for Developmental Education (LADE) -- 2012 LCTCS Conference -- 2004, 2005, 2006, 2008, 2009, 2010, 2011, 2012 NACCTEP National Conference -- 2005, 2006, 2007, 2008 Plain Talk About Reading -- 2007

#### AWARDS

Excellence in Teaching Award Winner/NCC -- 2010 Nominated for Excellence in Teaching/NCC -- 2008, 2010 Distinguish Educator Honoree/Phi Delta Kappa -- 2010 Recipient -- Joey Georgusis Endowed Professorship/NCC -- 2009 Ronnie Lamarque Endowed Professorship/NCC 2010

#### PERSONAL ACCOMPLISHMENTS

Two Doctors' Writing Rehab, LLC (formed Jan. 2013) CEO/Co-Manager

Professional writing consulting business, specializing in editing, development, organization, and proofreading of college writing (essays, research papers, theses, dissertations) and technical writing (resumes, cover letters, vitae). Assists current Graduate and Doctoral students in the development and editing processes of theses and dissertations.

# Donalyn Leufroy Lott, Ph.D.

Southern University at New Orleans 6400 Press Drive New Orleans, L.A. 70126 504-286-5244 (office) dlott@suno.edu

Home Address 12320 Hayne Blvd. New Orleans, L.A. 70128 504-245-9507 (home) 504-606-2721 (ceil) drmeme09@gmail.com

#### REFERENCES

Martin Fortner – Director of Institutional Research – Southern University Leonard C. Barnes Administration, A-53 318-670-9322 mfortner@susla.edu

Dr. Jade O'Dell – Academic Resource Manager – Xavier University of Louisiana 5508 Rosemary Pl New Orleans, LA 70124 504-259-1547 jodell@xula.edu jadejudith80@gmail.com

Dr. Franz H. Reneau – Academic Administrator -Florida A & M University Franz.reneau@famu.edu fhreneau@famu.edu 850-727-9693

Leonard M. Parker – K-12 School Administrator – Orleans Parish Schools 6119 Perlita St New Orleans, LA 70122 504-450-8698

| SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| POSITION VACANCY AUTHORIZATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| REQUEST THAT THE POSITION Director of Institutional Research, Effectiveness AS DESCRIBED BELOW and Strategic Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| BE AUTHOR ADDASS DAVISINCY FOR Title III - Center for Planning, Research & Evaluation<br>(Department or Unit)<br>A Cademic Affairs<br>Spurce of Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Civil Service Temporary Faculty X Grant-insAid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Tenured Probationary (For Faculty this is same as tenure track) System Revender Agency Fund State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| *requires the approval of System President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| VACANCY DESCRIPTION AND JUSTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary; range with on<br>the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Human Resources).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| The Director of Institutional Research, Effectiveness and Strategic Planning will coordinate all research activities related to the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the intitution for decision-making, accreditation, strategic all of the study of the |
| and institutional effectiveness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| This position will be paid a percentage from 2 budget locations. See below    25 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Budget Code: 420106-41410-61002-46000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Salary/Range: \$65,000-\$80,000 Previous Incumbent (if replacement): Dr. Iviichael Raipi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Approved Disapproved Approved D7-16-13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Department Head Date Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Approved Disapproved At The la Just 07-16-13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dean/Director/Supervisor of Budget Unit Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| COMPTROLLER'S OFFICE ONLY HUMAN RESOURCES OFFICE ONLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Funds Available Existing/Approved Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| V Approved Disapproved View Changeller 07-16-13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vice Chancellor Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Approved Disapproved Chancellor/Vice President Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Approved Disapproved Chancellor/Vice President / Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| President Disapproved President Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| An Equal Opportunity Employer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Slowly 7/24/13 P125/13 P125-2013 DATE: 7-25-13 Rev 5/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Ollonly 7/24/13 DATE: 7-25-13 Rev 5/11/2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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# DIRECTOR OF INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

### <u>Responsibilities</u>

Institutional research encompasses studies of students, faculty, curriculum, teaching, enrollment, finances, and all other areas relevant to higher education. It generates data for effective strategic planning and decision-making. The Director of Institutional Research, Effectiveness and Strategic Planning reports to the Associate Vice Chancellor for Academic Affairs and Accreditation Liaison. The specific responsibilities include:

- 1. Coordination of all research activities relating to the study of the institution.
- 2. Supporting and facilitating institutional and programmatic accreditation efforts, periodic academic review, and strategic planning.
- 3. Coordination of data-gathering activities within the institution's Institutional Effectiveness system in response to regional, local, state, and federal agencies.
- 4. Planning and coordinating all assessment activities for the institution and providing quantitative/qualitative reports to the administration and/or external agencies.
- 5. Developing and maintaining a management information program designed to provide data for administrative decision-making and accreditation (SACS, AACSB-International, CSWE, NCATE, etc) compliance requirements.
- 6. Conducting research to answer questions of an institutional nature, which are required by administrative officers.
- 7. Working with the administration, accreditation liaison, faculty and staff to identify needs for information and problems for

investigation which can be better addressed by provision of institutional research data.

- 8. Analyzing and interpreting data collected.
- 9. Transforming data analyzed into information that can be used to support strategic planning, accreditation, institutional effectiveness, and academic and management decisions.
- 10. Performing other duties, tasks, and responsibilities as assigned.

# **Qualifications**

A doctorate degree in any relevant discipline, demonstrated competence in research related to higher education institutional management, and minimum of three years of administrative experience in jobs related to the above responsibilities; expertise in methodologies of evaluation, assessment, survey research, statistics, and data analysis; familiarity with basic principles of effective graphic information display, multimedia, and web-based communication.

(Adegboye, 11-12-2008)

CHANCELLOR

## **SOUTHERN UNIVERSITY AT NEW ORLEANS**



**6400 Press** Drive New Orleans, LA 70126-0002 (504) 286-5311 FAX (504) 284-5500 www. auno.edu

OFFICE OF THE CHANCELLOR

# MEMORANDUM

To: Ronald Mason, J.D., President, Southern University System

From: Victor Ukpolo, Ph.D., WCC

Date: March 24, 2014

Re: April 2014 Meeting of the Board of Supervisors (addendum)

Southern University at New Orleans presents the following personnel action item to be included on the agenda of the Board of Supervisors as an addendum to items submitted on March 21, 2014:

1. Previously submitted PAF for Dr. Donalyn L. Lott, Director of Institutional Research, Effectiveness & Strategic Planning. Her start date was January 13, 2014 as noted on the PAF.

Thanks very much for your consideration.

VU/hec

Approval Ronald Mason, J.D., President

|                                         |                                    |                                   | Board It                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | em 5D-21          |
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| y ·                                     | Ite                                |                                   | UMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |
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| CAMPUS: SUS                             | SUBR                               | SULAC SUAREO                      | SUNO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | X SUSLA           |
| EMPLOYMENT CATEGO                       | RY: 9-MONTERIA                     | 12-MONTH F                        | / -OTHER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (Specify)         |
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| X Academic<br>Temporary                 | Office of the Ohan<br>Part-Tim     | ne (%) of Full Time)              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Service           |
| X Tenured                               | Undergr                            | aduate Student MAR 2 1 201        | 4 Job A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ppointment 2014   |
| Tenured Track<br>Other (Specify)        |                                    | e Assistant                       | Prob                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | anent Status      |
|                                         |                                    | Return To Whice of the Cha        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | allent Status     |
|                                         | ary Vaughn                         | Reaso                             | on Left Resigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |
| Date Left 10/22/2013                    |                                    | Salar                             | y Paid \$60,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
|                                         | Profile                            | of Person Recommend               | ded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 100               |
| ength of Employment                     | 08/12/2013                         | T                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RY 10 P           |
| Effective Date 03/3/201                 |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | FATTER C          |
|                                         |                                    | CC#                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 200 20 -          |
| ame Deneen Lewis                        |                                    | SS# xxx-xx-580                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | KC O              |
| osition Title: Director of              | General Studies/Assist. P          | Professor Depa                    | rtment: College of A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |
| heck One X Existin                      | ng Position                        | *Vis                              | a Type (See Reverse Si                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | de): 105 11:      |
|                                         |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PE 10             |
|                                         | osition<br>authorization form must | be processed and approved to fi   | Expiration Da                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | te: Tho           |
| existing and net<br>applicable.)        | w positions. Position must be      | advertised before processing PAF, | if                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ~                 |
| ears Experience 22                      |                                    | Southern Unive                    | ersity Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 22                |
|                                         | e (BA-Education):                  | Institution/Location (SU-         | section and reasons where the second section is the second section of the section | ED Year:          |
| Ph.D.                                   |                                    | Clark Atlanta University          | RECEIV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |
| M.A.                                    |                                    | Clark Atlanta University          | FEB 25 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1000              |
| B.S.                                    |                                    | Xavier University                 | FEB 20 Z                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1986              |
| Current Employer Sout                   | hern University at New O           | rlaana                            | VICE CHANCELLO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
| Bour Employer                           | nem enversity at new o             | Ticans                            | ADMINISTRATION &                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | FINANCE           |
|                                         |                                    | <b>Personnel Action</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | E.                |
| Check One New A                         | ppointment Co                      | ntinuation Sabbatic               | al                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Leave of Absence  |
| Transl                                  |                                    | placement Other (S                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Leave of Absence  |
|                                         |                                    | ·                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 115 - 00          |
| ecommended Salary _\$45,                | 00.00                              | Salary B                          | udgeted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 45,000 BR         |
| ource of Funds General                  |                                    | et                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Identify Budge                          | t: State                           |                                   | Location 41100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1-42410-61002-410 |
| Form Code:                              | BOR                                | Page                              | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | #                 |
| hange of:                               |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| osition Coun                            | Erom<br>selor/Assistant Professor  |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>'o</u>         |
| tatus                                   | SCIOI/ASSISTANT FIDIESSOF          | Dir                               | ector/Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
|                                         | 16.30                              | \$60                              | 0,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |
|                                         | Financi                            | al Aid signature (if, applicabl   | e):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
| ist total funds currently pai           | d this employee by                 | Source of Funds                   | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | mount             |
| outhern University:<br>See Reverse Side |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Comments: (Use back o                   | f form)                            |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
|                                         |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| See Reverse Side                        | Gra                                | aduate School signature (if, a    | pplicable):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |
| 1                                       |                                    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Lenry & Mokess                          | Jano                               | 2/21/14 Her                       | my & Makesay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 12no 2/21/14      |
| upervisor                               | MA                                 | Date Dean/L                       | Inft Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | A Lat Date        |
|                                         | \$th ne                            | 02-24-14                          | mato 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Aprily            |
| ice Chancellor                          | 1 and                              | 4 Date Chance                     | ellor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date              |
| M. Maldon<br>Director/Personnel         |                                    | T-1-17<br>Data Vice P             | 11-713                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Dete              |
|                                         |                                    |                                   | resident/Finance<br>ss Affairs/Comptroller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date              |
| mulit                                   | Dahe!                              | (12.14                            | , , , , , , , , , , , , , , , , , , ,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |
| resident                                | 7                                  |                                   | nan/S.U. Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date Date         |
|                                         | 1                                  | Of Sup                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | OTRICER:          |
|                                         |                                    |                                   | DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3-18-14           |

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

|   | ETHIC ORGIN (Please check one):                                                                                                                                                                                                                              |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Hispanic or Latino Non-Hispanic or Non-Latino                                                                                                                                                                                                                |
|   | RACE (Please check all that apply):                                                                                                                                                                                                                          |
|   | White. Not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                                                            |
| X | Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.                                                                                                                                                          |
|   | Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.                                                                                                                      |
|   | Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|   | American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.                                                 |

**COMMENTS:** This PAF serves as a Promotional for the employee; employee is being promoted from Counselor/Assist. Professor to Director of General Studies. Employee is paid. from two budgets; this is the 1st budget location.

| EMPLOYEE REGULAR WORK SCHEDULE:<br>EMPLOYEE DIRECT SUPERVISOR:<br>NUMBER OF EMPLOYEES SUPERVISED, (if any) |                      | 8:00 a.m 5:00 p.1 | m. M-F     |  |
|------------------------------------------------------------------------------------------------------------|----------------------|-------------------|------------|--|
|                                                                                                            |                      | Dr. Henry Mokosso |            |  |
|                                                                                                            |                      | 2                 |            |  |
| HR USE ONLY:                                                                                               | STATUS (circle one): | EXEMPT            | NON-EXEMPT |  |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

### **CLASS OF EMPLOYMENT (VISA STATUS):**

| TYPE                                                          | CODES | EXPIRES |
|---------------------------------------------------------------|-------|---------|
| United States Citizen/Certificate of Naturalization           | US    |         |
| Resident Alien                                                | RA    |         |
| H-1 Visa (Distinguished Merit & Ability)                      | H1    |         |
| J-1 Visa (Exchange Visitor Program)                           | J1    |         |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1    |         |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | F0    |         |
|                                                               |       |         |

## Do Not Write Below This Area <u>For Human Resource And Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

| Approved Position Vacancy Authorization Form (applicable for new and replacement positions) |
|---------------------------------------------------------------------------------------------|
| Position Vacancy Announcement (position advertised before processing PAF, if applicable)    |
| Pre-Employment Application Form (Civil Service Application for classified employees)        |
| Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)   |

- Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

|                                                                                                 |                                                 | 1                                                                      |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| SOUTHERN UN                                                                                     | IVERSITY - BATON ROUGE,                         |                                                                        |
| <u>SUS</u> SUBR SUI                                                                             |                                                 |                                                                        |
| POSITION                                                                                        | VACANCY AUTHORIZA'                              | OCT 1 1 2013                                                           |
| **************************************                                                          | **************************************          | *******                                                                |
|                                                                                                 | College of Arts and Sciences                    | ACades File File Beliew                                                |
| 🛛 Replacement 📋 New Posi                                                                        | (Department or Unit)                            | Source of Funds                                                        |
| 🛄 Civil Service 🔲 Tempora                                                                       | ry 🗌 Faculty                                    | ⊠ State<br>□ Grant -in-Aid                                             |
|                                                                                                 | nary (For Faculty this is same as tenure track) | System Revenue                                                         |
|                                                                                                 | oproval of System President                     |                                                                        |
| (Include rank (for faculty) and approximate sala<br>the appropriate Vice Chanceller, Chanceller | SCRIPTION AND JUSTIF                            | <b>ICATION</b>                                                         |
| the appropriate Vice-Chancellor, Chancellor and<br>Human Resources).                            | Vor President. Salaries for classified p        | pproval of salary/salary range with<br>positions must be approved thru |
| Requesting permission to hire a Director                                                        | for the General Studies Program.                |                                                                        |
| Fundings                                                                                        | ······                                          |                                                                        |
| Gaveral Fund 41/001 \$145.90                                                                    |                                                 |                                                                        |
| <u>T:+/e III 15,30</u>                                                                          | 0                                               |                                                                        |
| Salary/Range: \$55,000-\$60,000                                                                 | Previous Incumbent (if replacement              | b: Dr. Mary R. Vaughn                                                  |
| X Approved Disapproved                                                                          | thom your and                                   | Koro 10/11/2013                                                        |
|                                                                                                 | Department Head                                 | Date                                                                   |
| $\underline{X}$ Approved Disapproved                                                            | Thom good hits                                  | (um 10/11/2013                                                         |
|                                                                                                 | Dean/Director/Supervisor of I                   | Budget Unit Date                                                       |
| COMPTROLLER'S OFFICE ONLY<br>Funds Available                                                    |                                                 | RESOURCES OFFICE ONLY                                                  |
| Yes No                                                                                          |                                                 | xisting/Approved Position                                              |
|                                                                                                 | RATIONE 14 Code:                                | es No                                                                  |
| Signature Date                                                                                  |                                                 | Cal Id: Job Class:                                                     |
| Budget Number                                                                                   |                                                 | rified By: Date:                                                       |
| Approved Disapproved                                                                            | E Alt The                                       | 10-11-12                                                               |
|                                                                                                 | Vice Characellor                                | Date                                                                   |
| Approved Disapproved                                                                            | Micho (                                         | <u>e</u> <u>111113</u>                                                 |
| Approved                                                                                        | Chancellor/Vice Prestd                          | ent / Date<br>11.14/3                                                  |
| Approved Disapproved                                                                            | President                                       | Europer Frence                                                         |
| An                                                                                              | Equal Opportunity Employer                      | DATE: 10-29-13                                                         |
|                                                                                                 | (D)                                             | Rev 5/11/2006                                                          |
| A)                                                                                              | 10/27/13 010                                    | -29-2013                                                               |

| JOB CLASS SOUTHERN LINUXED SUTTON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *JOB CODE * SOUTHERN UNIVERSITY SYSTEM Personnel Action Form POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| RECEIVED NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| CALID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ZULLAPR -3 AM H · 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| EMPLOYMENT CATEGORY: 7021MONTH 12-MONTH X OTHER (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | _                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| X Academic Non-Academic Civil Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7 4 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Temporary Part-Time Restricted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Tenured Track Graduate Assistant 201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4 []]]                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Other (Specify) Retiree Return To Work Permanent Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Previous Employee Mary Vaughn Reason Left Resigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ived                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date Left 10/22/2013 Office of the ChargelloPaid \$60,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Profile of Person Recommended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Length of Employment 10/1/2013 To 09/30/2014 Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Effective Date 03/3/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | inistration                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Name Deneen Lewis SS# xxx-xx-5800 Sex Female Race* Black                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | k                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Position Title: Director of General Studies/Assist. Professor Department: College of Arts and Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| New Position Expiration Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | - 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| existing and new positions. Position must be advertised before processing PAF, if applicable.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Years Experience 22 Southern University Experience 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Bare) CIV/CD Year:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Ph.D.Clark Atlanta UniversityREUEIVED199M.A.Clark Atlanta University198                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| M.A.Clark Atlanta University198B.S.Xavier UniversityFEB 25 2014198                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Current Employer         Southern University at New Orleans         VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer Southern University at New Orleans VICE CHANCELLOR FOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer     Southern University at New Orleans     VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE       Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer     Southern University at New Orleans     VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE       Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser         Transfer       X       Replacement       Other (Specify)                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Check One       New Appointment       Continuation       Sabbatical       Leave of Absen         Transfer       X       Replacement       Other (Specify)                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action       Image: Continuation       Sabbatical       Leave of Abser         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser         Transfer       X       Replacement       Other (Specify)       Image: Continuation       Salary Budgeted       \$60,000.00         Recommended Salary       \$15,000.00       Salary Budgeted       \$60,000.00       Source of Funds       Title III         Identify Budget:       State       Location       4201211441410=61000         | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser        Transfer       X       Replacement       Other (Specify)                                                                                                                                                                                                                                                                                                                                                     | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser         Transfer       X       Replacement       Other (Specify)                                                                                                                                                                                                                                                                                                                                                    | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser         Transfer       X       Replacement       Other (Specify)                                                                                                                                                                                                                                                                                                                                                    | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One       New Appointment       Continuation       Sabbatical       Leave of Abser                                                                                                                                                                                                                                                                                                                                                                                                                     | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer Replacement Other (Specify)         Recommended Salary \$15,000.00         Source of Funds Title_III         Location 420#21+41410=6100         Form Code: BOR Page To         Director/Assistant Professor         Status Source of Funds To         Source of Funds                                                                                                                                                           | nce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer Replacement Other (Specify)         Recommended Salary \$15,000.00         Source of Funds Title_III         Location 420#21+41410=6100         Form Code: BOR Page To         Director/Assistant Professor         Status Source of Funds To         Source of Funds                                                                                                                                                           | 1ce                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer X Replacement Other (Specify)         Recommended Salary \$15,000.00         Source of Funds Title III         Identify Budget: State         From Code: BOR         Page Location $4201^{+2}1^{\pm4}1410^{-6100}$ Change of:                                                                                                                                                                                                   | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer X Replacement Other (Specify)         Recommended Salary \$15,000.00         Source of Funds Title_TIT         Identify Budget: State<br>Form Code: BOR Page Location 420121447410=61000         Position Counselor/Assistant Professor         Status Status Second 200,000         Salary Adjustment \$43,416.30         Source of Funds To         Director/Assistant Professor         Status Second 20,000.00         From | D2-46000                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer Replacement Other (Specify)         Recommended Salary \$15,000.00         Southern University at New Orleans         Other (Specify)         Recommended Salary \$15,000.00         Source of Funds                                                                                                                                                                                                                            | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer X_ Replacement Other (Specify)         Recommended Salary \$15,000.00         Source of Funds Title_TIT<br>Identify Budget: State Location \$20,422;1:44;1410=6100         Form Code: BOR Page Identify Code: BOR Page Identify Edget: Item #         Counselor/Assistant Professor         State Location \$20,422;1:44;1410=6100         Form Code:                                                                           | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Current Employer       Southern University at New Orleans       VICE CHANCELLOR FOR<br>ADMINISTRATION & FINANCE         Personnel Action         Check One New Appointment Continuation Sabbatical Leave of Abser<br>Transfer Replacement Other (Specify)         Recommended Salary \$15,000.00         Southern University at New Orleans         Other (Specify)         Recommended Salary \$15,000.00         Source of Funds                                                                                                                                                                                                                            | $\overline{a_{1/1}}$ |

| This information is requested solely for the purpose of determining compliance with Federal Civil Rig | ghts Laws and |
|-------------------------------------------------------------------------------------------------------|---------------|
| does not affect employment considerations.                                                            |               |

|       | ETHIC ORGIN (Please check of                             | AT THE A AT T A                                                                                                                                                                  | ,            |
|-------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|       | _ Hispanic or Latino                                     | Non-Hispanic or Non-Latino                                                                                                                                                       |              |
|       | RACE (Please check all that ap                           | pply):                                                                                                                                                                           |              |
|       | _ White. Not of Hispanic origin. A                       | A person having origins in any of the original people of Europe, North Africa, or the                                                                                            | Middle East. |
| Х     | Black. Not of Hispanic Origin.                           | A person having origins in any of the Black racial groups of Africa.                                                                                                             |              |
|       | Hispanic. A person of Mexican, Pu<br>regardless of race. | uerto Rican, Cuban, Central or South American, or other Spanish culture or                                                                                                       | origins,     |
|       |                                                          | on having origins in any of the original peoples of the Far East, Southeast Asia, the In<br>is area includes, for example, China, Japan, Korea, the Philippine Islands, and Samo |              |
| 1460  |                                                          | ive. A person having origins in any of the original peoples of North Americ<br>ough tribal affiliation or community recognitions.                                                | can, and who |
| COMM  | I HAW                                                    | tional for the employee; employee is being promoted from Counselor/Assist.                                                                                                       | _            |
| D. f. |                                                          | paid. from two budgets; this is the 2 <sup>nd</sup> budget location.                                                                                                             |              |

| EMPLOYEE REGULAR WORK SCHEDULE:<br>EMPLOYEE DIRECT SUPERVISOR:<br>NUMBER OF EMPLOYEES SUPERVISED, (if any) |  | 8:00 a.m 5:00 p.m. M-F<br>Dr. Henry Mokosso |                      |        |
|------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|----------------------|--------|
|                                                                                                            |  |                                             |                      |        |
|                                                                                                            |  | HR USE ONLY:                                | STATUS (circle one): | EXEMPT |

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

### CLASS OF EMPLOYMENT (VISA STATUS):

| TYPE                                                          | CODES | SUNANIA SEXPIRES  |
|---------------------------------------------------------------|-------|-------------------|
| United States Citizen/Certificate of Naturalization           | US    | BY: Dour Coulding |
| Resident Alien                                                | RA    | HOZ GI NAM        |
| H-1 Visa (Distinguished Merit & Ability)                      | H1    | 1000 0 0 0000     |
| J-1 Visa (Exchange Visitor Program)                           | J1    | FUNDS AVAILABLE   |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1    |                   |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | FO    |                   |
|                                                               |       |                   |

# Do Not Write Below This Area <u>For Human Resource And Budgetary Control Use Only!</u>

| PAF APPROVAL | PROCESS | CHECKLIST | (Must have the information outlined below): |
|--------------|---------|-----------|---------------------------------------------|
|--------------|---------|-----------|---------------------------------------------|

| Approved Position Vacancy Authorization Form (applicable for new and replacement positions) |
|---------------------------------------------------------------------------------------------|
| Position Vacancy Announcement (position advertised before processing PAF, if applicable)    |
| Pre-Employment Application Form (Civil Service Application for classified employees)        |
| Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)   |
| Exemptions Survey Form                                                                      |
|                                                                                             |

- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

| JOB CLASS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| JOB CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| CAMPUS: SUS X SUI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| EMPLOYMENT CATEGORY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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| B.S. Accounting     B | Southern Unit<br>Southern Unit<br>A Legislative Auditor<br>Personnel<br>intment Continuation<br>Replacement<br>00.00<br>6000- Jinance and<br><br>6000- Jinance and<br><br><br><br>BDR-10<br>From<br>Financial Aid signature<br>this employee by                   | Action<br>Sabbatical<br>Other (Specify)<br>Salary Budgeted<br>BUSINESS Sha<br>- [6000 Locatio<br>Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Leave of Absence<br>\$65,000.00<br><u>red Services</u><br>m <u>Law Center</u><br>Item #<br><u>To</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| B.S. Accounting     D.B. Accounting     D | Southern Unit<br>Southern Unit<br>A Legislative Auditor<br>Personnel<br>intment Continuation<br>Replacement<br>00.00<br>6000- Jinance and<br><br>6000- Jinance and<br><br><br><br>BDR-10<br>From<br>Financial Aid signature<br>this employee by                   | Action<br>Sabbatical<br>Other (Specify)<br>Salary Budgeted<br>BUSINESS Sha<br>- [6000 Location<br>Page<br>e (if, applicable):<br>of Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Leave of Absenc<br><u>\$65,000.00</u><br><u>red Services</u><br><u>n Law Center</u><br><u>Item #</u><br><u>To</u><br><u>Amount</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| B.S. Accounting     B.S. Accounting     General Employer Louisians     Louisians     Check One New Appoi     Transfer     Recommended Salary\$65,0     Source of Funds\$65,0     Source of Funds                                                                                                                                                                                                                                                                                                                                                                                | Southern Unit<br>a Legislative Auditor $ \begin{array}{c}                                     $                                                                                                                                                                   | Action<br>Sabbatical<br>Other (Specify)<br>Salary Budgeted<br>BUSINESS Sha<br>- [6000 Location<br>Page<br>re (if, applicable):<br>of Funds<br>15-16000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Leave of Absenc<br><u>\$65,000.00</u><br><u>red Services</u><br><u>n Law Center</u><br><u>Item #</u><br><u>To</u><br><u>Amount</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| B.S. Accounting     B.S. Accounting     General Second Secon | Southern Unit<br>a Legislative Auditor $ \begin{array}{c}                                     $                                                                                                                                                                   | Action<br>Sabbatical<br>Other (Specify)<br>Salary Budgeted<br>BUSINESS Sha<br>- [6000 Location<br>Page<br>- [61, applicable):<br>of Funds<br>15-16000<br>ature (if, applicable):<br>Dean/Unit Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Leave of Absence<br>\$65,000.00<br>red Services<br>m Law Center<br>Item #<br>To<br>Amount<br>\$65,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

### ETHNIC ORGIN (Please check one):

Hispanic or Latino

\_\_\_\_ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

8 Black not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins regardless of race.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

### **COMMENTS:**

 EMPLOYEE REGULAR WORK SCHEDULE:

 EMPLOYEE DIRECT SUPERVISOR:

 NUMBER OF EMPLOYEES SUPERVISED, (if any)

 HR USE ONLY:
 STATUS (circle one):

 EXEMPT
 NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

### CLASS OF EMPLOYMENT (VISA STATUS):

| TYPE                                                          | CODE | EXPIRES |
|---------------------------------------------------------------|------|---------|
| United States Citizen/Certificate of Naturalization           | US   |         |
| Resident Alien                                                | RA   |         |
| H-1 Visa (Distinguished Merit & Ability)                      | H1   |         |
| J-1 Visa (Exchange Visitor Program)                           | J1   |         |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1   |         |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | FO   |         |

## Do <u>Not</u> Write Below This Area For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

RECEIVED IAN 2 2 2014

### Director of Financial Services (SULC, SUAREC)

Serves as part of an inter-campus administrative team. Reports to the Associate Vice President for Financial and Treasury Services. Provide the Associate VP, and campus CFOs with the accounting and reporting support necessary to deliver fiscal services that serve campus needs, while also providing System-wide support for overall SUS fiscal management

- The Director supports the system-wide financial administration, and serves as the senior accounting professional for campus-based financial reporting.
- The position will provide leadership in supporting campus financial reporting, internal controls and budget compliance, maintaining a high degree of financial accountability and transparency.
- The Director will provide leadership on financial and support operations and support all aspects of campus financial statement preparation and presentation, as well as transaction review, approval and monitoring.
- The Director will work with the System auditors on the annual audit
- The Director will support financial management, and policy development and implementation for their primary campus, and be expected to provide similar leadership in the formulation of System fiscal policy and controls.
- The Director will work harmoniously with diverse groups to achieve specific goals and objectives.
- Other duties as assigned.

#### Position requirements:

A bachelors in accounting or related field is required. Masters and/or CPA preferred. At least 3 years of progressive responsible experience in financial administration in a management or supervisory capacity. Knowledge of relevant regulations and requirements to satisfactorily meet government reporting requirements for financial activities (e.g., GAAP, Cost Accounting Standards, GASB, etc.) pertaining to the accountability and stewardship of university resources.

# **Jessica A. Matthews**

**Objective** To obtain an accounting position in a company that would utilize the progressive experience and skills.

| Experience    | 05/2011<br>Present                                                                                                           | to                                                 | Louisiana Legislative Auditor                                                      | Baton Rouge, La.                              |  |  |  |  |  |
|---------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------|--|--|--|--|--|
|               | Financi                                                                                                                      | al Staff Auditor 2                                 |                                                                                    |                                               |  |  |  |  |  |
|               |                                                                                                                              |                                                    | I statement audits of state agencies and                                           | universities.                                 |  |  |  |  |  |
|               |                                                                                                                              | Gathers evidence                                   | regarding allegations of fraud and abus                                            | e affecting government entities.              |  |  |  |  |  |
|               | <ul> <li>Performs audits of federal funds, with a focus on the OMB Circular A-133 process.</li> </ul>                        |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | 08/2010<br>2011                                                                                                              |                                                    | rtment of Health and Hospitals - Bureau<br>ic Relations and Health Systems Analys  |                                               |  |  |  |  |  |
|               | Adminis                                                                                                                      | strative Coordina                                  | ator 3                                                                             |                                               |  |  |  |  |  |
|               | •                                                                                                                            |                                                    |                                                                                    | ying for the Hazard Mitigation Grant Program. |  |  |  |  |  |
|               |                                                                                                                              |                                                    | es and reimbursement requests for state                                            |                                               |  |  |  |  |  |
|               | 1                                                                                                                            |                                                    | ce with state and federal procurement ru<br>tion from various sources and prepares |                                               |  |  |  |  |  |
|               |                                                                                                                              | Complies morma                                     | tion nom various sources and prepares                                              |                                               |  |  |  |  |  |
|               | 12/2007<br>2010                                                                                                              | to 08/                                             | Capital One Bank                                                                   | Baton Rouge, La.                              |  |  |  |  |  |
|               | Teller II                                                                                                                    |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | <ul> <li>Receive and process customer transactions accurately and timely.</li> </ul>                                         |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | <ul> <li>Verify and balance assigned cash drawer daily; Prepare and verify cashier's checks.</li> </ul>                      |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | 10/2006<br>2007                                                                                                              | to 02/                                             | LSU Libraries                                                                      | Baton Rouge, La.                              |  |  |  |  |  |
|               | Office Clerk                                                                                                                 |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               |                                                                                                                              | Answer telephones, direct calls and take messages. |                                                                                    |                                               |  |  |  |  |  |
|               |                                                                                                                              | Open, sort and ro                                  | ute incoming mail, answer corresponder                                             | nce, and prepare outgoing mail.               |  |  |  |  |  |
|               | <ul> <li>Compile, copy, sort, and file records of office activities, business transactions, and other activities.</li> </ul> |                                                    |                                                                                    |                                               |  |  |  |  |  |
| Education     | Masters of Business Administration – Southern University A&M College                                                         |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | Graduat<br>7/2014                                                                                                            | ion Date                                           | Southern University A&M College                                                    | Baton Rouge, La.                              |  |  |  |  |  |
|               | Bachel                                                                                                                       | or of Science De                                   | gree in Accounting – Southern Unive                                                | rsity A&M College                             |  |  |  |  |  |
|               | Comple                                                                                                                       | tion Date 12/2012                                  | Louisiana State University                                                         | Baton Rouge, La.                              |  |  |  |  |  |
|               |                                                                                                                              |                                                    | Center of Internal Auditing                                                        |                                               |  |  |  |  |  |
| Armonizations |                                                                                                                              |                                                    |                                                                                    |                                               |  |  |  |  |  |
| Organizations | Future Business Leaders of America – Phi Beta Lambda                                                                         |                                                    |                                                                                    |                                               |  |  |  |  |  |
|               | Institute                                                                                                                    | of Internal Auditor                                | s – Baton Rouge Chapter                                                            |                                               |  |  |  |  |  |
| Summary       | A                                                                                                                            |                                                    | relevant information and individual judgi<br>with laws, regulations, or standards. | nent to determine whether events or           |  |  |  |  |  |
|               | A                                                                                                                            | Strong finance ba                                  | ckground combined with excellent comr                                              | nunication skills.                            |  |  |  |  |  |
| References    | A                                                                                                                            | References are a                                   | vailable on request.                                                               |                                               |  |  |  |  |  |
|               |                                                                                                                              |                                                    |                                                                                    |                                               |  |  |  |  |  |

|                             |                  |                   |                           |                                 |                    | Board    | Item 5    | D-23                                    |       |      |
|-----------------------------|------------------|-------------------|---------------------------|---------------------------------|--------------------|----------|-----------|-----------------------------------------|-------|------|
| JOB CLASS 3 2               | 1 3 0            | SOUTH             | IERN UNIV                 | FDSITV                          | VSTEM              |          |           |                                         |       |      |
| JOB CODE                    |                  | 50011             | Personnel A               |                                 |                    | 1        |           |                                         | 1     | -    |
| CALID U                     | 1200 - TON - TON |                   |                           |                                 | POSITION<br>NUMBER | 3        | M 9       | 9                                       | 8     | 4    |
|                             |                  | ctitlelo          | est. Salary               |                                 | Rember             |          |           | _                                       |       | -    |
| CAMPUS: SUS                 |                  | 1 1               | SULAC X                   |                                 |                    |          |           |                                         | LA    |      |
| EMPLOYMENT CA               | TEGORY:          |                   | Н 12-М                    |                                 |                    |          |           |                                         |       |      |
|                             |                  |                   |                           | <u> </u>                        |                    |          |           | -                                       |       |      |
| Academic                    |                  |                   | on-Academic<br>ort-time ( | 6 Full Tir                      |                    | _        | cted.     | 2                                       |       |      |
| Temporary<br>Tenured        | (                |                   | indergraduate Stud        |                                 | ne)                | _        | ppointm   | ent                                     | 23    |      |
| Tenured T                   | rack             |                   | raduate Assistant         |                                 |                    | Proba    | tionary   | FE                                      | 1     |      |
| Other (Spe                  | cify)            | Re                | etiree Return To V        | Work                            | X                  | Perma    | nent Sta  | atus                                    | 1     |      |
| revious Employee            | Earlene C        | rumpton           |                           | R                               | eason Left R       | etired   |           | ÷                                       |       |      |
| ate Left June 3             |                  | umpton            |                           |                                 |                    | 5,000    | 53        | PM                                      |       |      |
|                             |                  |                   | of Person Re              |                                 | ed                 |          | OLD I     | ü                                       |       |      |
| Length of Employme          |                  |                   |                           |                                 | To June 30,        | 2014     | mis       |                                         |       |      |
| Effective Date Feb          | oruary 1, 201    | 4                 |                           |                                 |                    |          |           |                                         |       |      |
| Name Demetria G             | George           |                   |                           | XXX-XX-34                       |                    |          | F         | Race*                                   |       | B    |
| Desition Titles Ru          | idant Office     | -                 |                           | (Last 4 digits                  | ent: Law Cen       | tor Inc  | titutions | Sum                                     | ort   |      |
| Position Title: <u>Bu</u>   | uget Onice       | <u> </u>          |                           | Departin                        | ent: Law Cen       | ter – ms | intutiona | n Sup                                   | JUIT  |      |
| Check One X                 | Existing Posi    | tion              |                           | *Visa T                         | ype (See Reverse   | Side):   |           |                                         |       |      |
|                             | New Position     |                   |                           |                                 | Expiration         | Date:    |           |                                         |       |      |
| (Position                   | vacancy autho    | orization form    | must be processed a       | nd approved to                  | fill               |          |           |                                         |       |      |
| existing<br>applicab        |                  | ons. Position mus | t be advertised before    | e processing PAF                | r, if              |          |           |                                         |       |      |
| Years Experience            |                  |                   | Se                        | outhern Unive                   | rsity Experience   | 16 y     | ears      |                                         |       |      |
|                             |                  | A-Education):     |                           |                                 | -Baton Rouge):     |          |           | Year:                                   |       |      |
|                             | counting         |                   |                           | State Universi<br>of Wisconsin- |                    |          |           | 1997<br>1999                            |       |      |
| MBA-                        | Finance/Acco     | ounting           | University                | of wisconsin-                   | wiadison           |          |           | .,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |       |      |
|                             |                  |                   | Personne                  | el Action                       |                    |          |           |                                         |       |      |
| Check One                   | New Annoin       | tmont             | Continuation              | Sabba                           | tical              |          | Leave     | ofAh                                    | sence |      |
|                             | Transfer         | X                 | Replacement               | Other                           | (Specify)          |          |           |                                         |       |      |
|                             |                  |                   |                           |                                 |                    |          |           |                                         |       |      |
| Recommended Salar           | ry <u>65,000</u> |                   |                           | Salary                          | Budgeted _         | 65,000   |           |                                         |       |      |
| Source of Funds             | General Ap       | propriation       | 1.1                       |                                 |                    |          |           |                                         |       |      |
|                             |                  |                   |                           |                                 | Location           | 211      | 36        | 10 P.                                   | n .   | 5000 |
|                             |                  |                   |                           | Page                            | 1                  |          | 1         |                                         |       | 0000 |
| Change of:                  | Code:            | BORIO             |                           | I age _                         |                    | Item #   |           |                                         |       |      |
| oninge on                   |                  | From              | <u>n</u>                  |                                 |                    | 1.1      | To        |                                         |       |      |
| Position                    |                  |                   |                           |                                 |                    |          |           |                                         |       |      |
| Status<br>Solomy Adjustment |                  |                   |                           |                                 |                    |          |           |                                         |       |      |
| Salary Adjustment           |                  | Fi                | nancial Aid signat        | ture (if, applic                | able):             |          |           |                                         |       |      |
| List total funds curi       | rently paid th   |                   |                           | ce of Funds                     |                    | Am       | ount      |                                         |       |      |
| Southern University         |                  |                   |                           |                                 |                    |          |           |                                         |       |      |
| *See Reverse Side           |                  |                   |                           |                                 |                    |          |           |                                         |       |      |
| Comments: (U                | se back of fo    | rm)               |                           |                                 |                    |          |           |                                         |       |      |
| *See Reverse Side           |                  | C                 | raduate School sig        | mature (if an                   | nlicable):         |          | -         | -                                       | -     | -    |
| "See Reverse Side           |                  | G                 | raduate School sig        | gnature (n, ap                  | plicable).         | -        |           |                                         | -     |      |
| -                           | Al a             | 0                 | 1 1                       | D                               | Unit Head          | 1        | <u> </u>  |                                         | 1 0   | are  |
| and de                      | Dot              | X                 | , lallel                  | Dean                            | Unit Head          | LEO,     | K         | 11                                      | 110   | 11   |
| JUNIX 1                     | The              |                   | hate                      | Assa                            | Q. V/Q for Fin.    | Mairs    |           | -/                                      | 171   | Date |
| Supervisor                  | JANNI            | , 1               | 14/10                     | 1350                            | Traheth            | stil     | ih        | 1                                       | 114   | 14   |
| Vice Chancellor             | pue              | - 1               | Date                      | Cha                             | ncellor            | 11       | /01       | 1                                       | D     | Date |
| Xester (1)                  | fource           | rulas             | 214114                    |                                 | XM                 | 211      | )         |                                         |       |      |
| Director/Personnel          | n                | The               | Date                      |                                 | President/Finan    |          |           |                                         | Γ     | Date |
| 2 A                         | 2 AA             | 2)                | 1                         | Bu                              | siness Affairs/Co  | mptrolle | er        |                                         |       |      |
| may                         | 00               | ale               | 6.12.                     | 17_                             |                    | 1.45     |           |                                         |       |      |
| President                   |                  | /                 | Date                      |                                 | irman/S.U. Boar    | d of Sup | ervisors  |                                         | 1     | Date |
|                             |                  | RECE              | IVED IN 1                 | -                               | P                  | ECEIN    | FD F      | FR N                                    | 3 2   | 014  |
|                             |                  |                   | The real of               | 2014                            | n                  | LULI     | CU P      | -00                                     |       |      |

 This information is requested solely for the purpose of determining compliance with Federal Civil Rights

 Laws and does not affect employment consideration.

 ETHNIC ORGIN (Please check one):

 Hispanic or Latino
 Non-Hispanic or Non-Latino

 RACE (Please check all that apply):

 White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

 X
 Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

 Hispanic.
 A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

 Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

 American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

### **COMMENTS:**

| EMPLOYEE REGU | LAR WORK SCHEDULE:          | Daily      |            |  |  |  |
|---------------|-----------------------------|------------|------------|--|--|--|
| EMPLOYEE DIRE | CT SUPERVISOR:              | Terry Hall |            |  |  |  |
| NUMBER OF EMP | LOYEES SUPERVISED, (if any) | 10         |            |  |  |  |
| HR USE ONLY:  | STATUS (circle one):        | EXEMPT     | NON-EXEMPT |  |  |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

### **CLASS OF EMPLOYMENT (VISA STATUS):**

| TYPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ENCUMBERED / FUNDS AVA |
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| United States Citizen/Certificate of Naturalization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DOC. I.D. #_US         |
| Resident Alien                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | RA 1/12/14             |
| H-1 Visa (Distinguished Merit & Ability)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DATE HI Did            |
| J-1 Visa (Exchange Visitor Program)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | II AAAA                |
| F-1 Visa (Student Emp. FT Student at S.U.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | BYF1                   |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |
| the second | ce") F0                |

# Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

wawed Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form) Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

## CONTINGENT UPON AVAILABILITY OF FUNDS



## SOUTHERN UNIVERSITY LAW CENTER

261 A.A. LENOIR HALL POST OFFICE BOX 9294 BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR (225) 771 - 2552 FAX (225) 771 - 2174

January 23, 2014

### VIA HAND DELIVERY

Dr. Ronald Mason, Jr. President Southern University System J.S. Clark Administration Building, 4th Floor Southern University Baton Rouge, Louisiana 70813

Re: Position Vacancy Announcement Waiver Request

Dear President Mason:

I write to request a waiver of the Position Vacancy Announcement for the vacant Budget Officer position at the Law Center, and allow us to complete an Agency/System search with the hiring of Ms. Demetria George, a long time Baton Rouge Campus employee. This position has been vacant for quite some time and a waiver would allow us to move rather rapidly in getting this position filled.

Ms. George has accepted our offer of employment and is ready to assume all duties and responsibilities that the position requires. Vice President Kevin Appleton is aware of this personnel actions request and has no objection.

Thanking you in advance and with kind regards, I am

Sincerely.

Freddie Pitcher, Jr., (Judge Ret.) Chancellor - SULC

Approved:

Dr. Ronald Mason President Southern University System

| JOB CLASS 3 8 1 0 0 SOUTHERN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | UNIVERSITY S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YSTEM                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                           |                                    |        |
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| IOR CODE E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | sonnel Action Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                              | 3                                                                                                                                                                                                                                                                                                       | F 9                                                                                                                                                       | 9                                  | 9 9    |
| CALID M CS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | FM REC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NUMBER                                                                                                                                                                       | 5                                                                                                                                                                                                                                                                                                       | r 9                                                                                                                                                       | 9                                  | , ,    |
| CAMPUS: SUS SUBR SULAG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X SUARECR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | -3 PM 1.                                                                                                                                                                     | SUNO                                                                                                                                                                                                                                                                                                    |                                                                                                                                                           | SUSLA                              |        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | X 12-MONTH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | OTHER                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                         | (Specify)                                                                                                                                                 |                                    |        |
| X Academic Non-Aca                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | demic AFFA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMPROL                                                                                                                                                                      | LECivi                                                                                                                                                                                                                                                                                                  | 1 Service                                                                                                                                                 |                                    |        |
| Temporary Part-time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | e (% of Full Tim                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ie)                                                                                                                                                                          | Rest                                                                                                                                                                                                                                                                                                    | tricted                                                                                                                                                   |                                    |        |
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| Tenured Track Graduate<br>Other (Specify) Retiree F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | e Assistant<br>Return To Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | halut                                                                                                                                                                        | Peri                                                                                                                                                                                                                                                                                                    | bationary<br>manent Sta                                                                                                                                   | atus                               |        |
| Previous Employee N/R Danald Ne                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Return To Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ason Left                                                                                                                                                                    | NUPC                                                                                                                                                                                                                                                                                                    | hand                                                                                                                                                      | 95                                 | tata.  |
| Date Left NA Changel Stuttie                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 8/19/2013 Sa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | lary Paid                                                                                                                                                                    | N/AC /                                                                                                                                                                                                                                                                                                  | hangal<br>13,26:                                                                                                                                          | 3                                  | and    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | rson Recommende                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                           |                                    |        |
| Length of Employment 08/20/2013 Effective Date 08/20/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | To <u>05/10/2</u>                                                                                                                                                            | 2014                                                                                                                                                                                                                                                                                                    |                                                                                                                                                           |                                    |        |
| Name Donald North                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 62 5                                                                                                                                                                         | Sex                                                                                                                                                                                                                                                                                                     | М                                                                                                                                                         | Race*                              | В      |
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| This<br>and | information is requested solely for the purpose of does not affect employment consideration.                        | determining compliance with Federal Civil Rights Laws                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|             | ETHNIC ORGIN (Please check one):                                                                                    |                                                                                                                                                 |
|             | _ Hispanic or Latino N                                                                                              | on-Hispanic or Non-Latino                                                                                                                       |
|             | RACE (Please check all that apply):                                                                                 |                                                                                                                                                 |
|             | _ White, not of Hispanic origin. A person having origins in                                                         | n any of the original people of Europe, North Africa, or the Middle East.                                                                       |
| x           | _ Black, not of Hispanic Origin. A person having orig                                                               | gins in any of the Black racial groups of Africa.                                                                                               |
|             | Hispanic. A person of Mexican, Puerto Rican, Cuban regardless of race.                                              | n, Central or South American, or other Spanish culture or origins,                                                                              |
|             | Asian or Pacific Islander. A person having origins in a Subcontinent, or the Pacific Islands. This area includes, f | any of the original peoples of the Far East, Southeast Asia, the Indian<br>for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|             | American Indian or Alaskan Native. A person havin<br>maintains cultural identification through tribal affiliation   | ng origins in any of the original peoples of North American, and who or community recognition.                                                  |
|             | MMENTS:<br>fessor Donald North transferring from 10 months to 9 n                                                   | nonths Faculty.                                                                                                                                 |
| EM          | PLOYEE REGULAR WORK SCHEDULE:                                                                                       | Daily                                                                                                                                           |
|             | PLOYEE DIRECT SUPERVISOR:                                                                                           | V/C John Pierre                                                                                                                                 |
| NU          | MBER OF EMPLOYEES SUPERVISED, (if any)                                                                              | 0                                                                                                                                               |
| HR          | USE ONLY: STATUS (circle one):                                                                                      | EXEMPT NON-EXEMPT                                                                                                                               |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization Resident Alien H-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.) OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

| SOUTHER     | AN UNIVERSITE AND CENTER |
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| DOBAD. #    |                          |
| HI          | 1/22/14                  |
| DAJ4        | and                      |
| BY F1<br>F0 | 0-11100                  |

# Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions) Position Vacancy Announcement (position advertised before processing PAF, if applicable)

- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS

## "Linking Citizens of Louisiana with Opportunities for Success"



Office of the Chancellor Ashford O. Williams Hall P. O. Box 10010 Baton Rouge, LA 70813 (225) 771-2242 (225) 771-4369 Fax

www.suagcenter.com

March 24, 2014

Dr. Ronald Mason, President Southern University System J. S. Clark Administration Bldg 4th Floor Baton Rouge, LA 70813

Dear Dr. Mason,

Dr. Xiaobing Liu is recommended for appointment as Assistant Research Professor of Agronomy for a 12 month salary of \$70,000.00 effective June 1, 2014. This endorsement comes after an extensive review process.

If you are in concurrence with these recommendations, I am requesting that this action be forwarded to the Board of Supervisors through the appropriate channel for final approval. Should you have any questions, please feel free to contact me.

Thank you for your support in this matter.

Sincerely,

Cadrey Williams

Leodrey Williams Chancellor

The Southern University Agricultural Research and Extension Center is a statewide campus of the Southern University System and provides equal opportunities in programs and employment. Southern University and A & M College, Louisiana parish governing bodies, Louisiana State University, and Unites States Department of Agriculture cooperating.

| JOB CLASS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Leave              | 1987/19<br>2004 | ence<br>3-<br>Date | -2<br>e<br>e<br>e |

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

|     | ETHNIC ORGIN (Please check one):                                                                                        |                                                                                                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|     | Hispanic or Latino Nor                                                                                                  | n-Hispanic or Non-Latino                                                                                                             |
|     | RACE (Please check all that apply):                                                                                     |                                                                                                                                      |
| - , | White, not of Hispanic origin. A person having origins in a                                                             | ny of the original people of Europe, North Africa, or the Middle East.                                                               |
| -   | Black. not of Hispanic Origin. A person having origin                                                                   | is in any of the Black racial groups of Africa.                                                                                      |
|     | Hispanic. A person of Mexican, Puerto Rican, Cuban, regardless of race.                                                 | Central or South American, or other Spanish culture or origins,                                                                      |
| x   | Asian or Pacific Islander. A person having origins in any Subcontinent, or the Pacific Islands. This area includes, for | of the original peoples of the Far East, Southeast Asia, the Indian example, China, Japan, Korea, the Philippine Islands, and Samoa. |
| _   | American Indian or Alaskan Native. A person having of maintains cultural identification through tribal affiliation or c | rigins in any of the original peoples of North American, and who ommunity recognition.                                               |
| СОМ | COMMENTS:                                                                                                               |                                                                                                                                      |

This employee will serve as an agronomist who will work collaboratively with other SUAREC scientists. The employee will provide leadership in the establishment of agronomy research program to address issues that will lead to economic development among SUAREC constituency groups in the state. The employee is required to conduct research as a research scientist and develop research proposal to secure external funds.

| EMPLOYEE REGU                                                                    | LAR WORK SCHEDULE: | 40 hours per                            | week at SUAREC |  |
|----------------------------------------------------------------------------------|--------------------|-----------------------------------------|----------------|--|
| EMPLOYEE DIREC                                                                   | CT SUPERVISOR:     | Willie Rawls                            | /Adell Brown   |  |
| SUPERVISOR/DEPARTMENT CONTACT NUMBER<br>NUMBER OF EMPLOYEES SUPERVISED, (if any) |                    | C 771-2143<br>Undetermined at this time |                |  |
|                                                                                  |                    |                                         |                |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

## CLASS OF EMPLOYMENT (VISA STATUS):

| TYPE                                                                                                                                                                                                                                                                    | CODE                                              | EXPIRES                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------|
| United States Citizen/Certificate of Naturalization<br>Resident Alien<br>H-1 Visa (Distinguished Merit & Ability)<br>J-1 Visa (Exchange Visitor Program)<br>F-1 Visa (Student Emp. FT Student at S.U.)<br>OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | RA OFFICE OF<br>H1 RESEARC<br>J1 SOUTHERN<br>J1 H | DS AVAILABLE<br>F THE AGRICULTURAL<br>CH AND EXTENSION<br>N UNIVERSITY SYSTEM |

# Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

| PAF A | PPROVAL PROCESS CHECKLIST (Must have the information outlined below):                                        |
|-------|--------------------------------------------------------------------------------------------------------------|
| 3.01  | Approved Position Vacancy Authorization Form (applicable for new and replacement positions)                  |
|       | Position Vacancy Announcement (position advertised before processing PAF, if applicable)                     |
|       | Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees) |
| _     | Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form) |
|       | Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)        |
|       | Exemptions Survey Form (signed by employee and budget head)                                                  |
|       | Proposed Employee Appointment                                                                                |
|       | Proposed Employee Clearance                                                                                  |
|       | Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)             |

### **Curriculum Vitae**

Name: Xiao-bing Liu

Date of Birth: October 26, 1963

Birth Place: Heilongjiang, China Sex: Male

Permanent Resident Card Number: A# 058-970-185

Resident since 07/30/07

Address in USA: 4 Birchmeadow Dr. Hadley, MA, 01035, USA

Address in China: 136 Ha-ping Road, Nan-gang District, Harbin, 150081, China

Tel: 86-451-8669-1167 (O); 86-451-8660-2115 (R); Fax: 86-451-8660-3736

Current Mailing Address: 138 Ha-ping Road, Nangang District, Harbin, 150081, China, Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences

E-mail: liuxb@neigae.ac.cn

### SUMMARY:

Ph. D. in Plant and Soil Science in 2004, University of Massachusetts, Amherst, USA Ph. D. in Agronomy in 1994, Northeast Agricultural University, Harbin, China 29-yr research experiences in Crop Physiology and Soil Management 12-yr research management experience as the director in charge of research 3-year research experience in the University of Massachusetts, Amherst, USA 1-year research experience in Indian Agricultural Research Institute, New Delhi, India 2-month experience in Hokkaido University, Sapporo, Japan Professor of Plant and Soil Science, Vice director of Northeast Institute of Geography and Agroecology, the Chinese Academy of Sciences Director of Key Laboratory of Mollisols Agroecology, Chinese Academy of Sciences 60 publications in international journals (Nature, Field Crops Research, Agronomy Journal, Plant and Soil, Soil & Tillage Research, Soil Biology and Biochemistry etc.) 100 refereed papers in China and 15 presentations at national and international conferences Member of Editorial Board of Journal of Agronomy and Crop Science (Germany) Member of Editorial Board of Soil and Groundwater Research Journal (Malaysia) Executive Editor-in-Chief of Soil and Crop (China) Editor for five academic journals in China Member of the Continuing Committee for World Soybean Research Conference President of World Mollisols Association Vice President of Soybean Committee of Crop Science Society of China President of Heilongjiang Society of Mollisols Conservation and Utilization, China 4 authorized patents, 1 soybean variety, 8 academic prizes, 4 special awards and 3 honors

### **EDUCATION:**

Ph.D. (Plant and Soil Sciences, Agroecology), Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, USA, September, 2004 Supervisor: Dr./Prof. S.J. Herbert

Ph.D. (Agronomy, Crop Eco-physiology), Department of Agronomy, Northeast Agricultural

University, Harbin, 150030, China, December, 1994 Supervisor: Prof. Wen-xiong Li

- M.Sc. (Agronomy, Crop Eco-physiology), Department of Agronomy, Northeast Agricultural College, Harbin, 150030, China, July, 1987 Supervisor: Prof. Wen-xiong Li
- B.Sc. (Agronomy), Department of Agronomy, Heilongjiang Land Reclamation University, Mi-shan, 158308, China, July, 1984
   Supervisor: Prof. Wan-de Zhu

### **EMPLOYMENT:**

February 2006 to present, **Professor**, vice director of Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences (Harbin), 150081, China

- February 2005 to January, 2006: **Professor** of Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences, Harbin, 150081, China
- April 2002 to January 2005: Research fellow, Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, USA
- November 1997 to March 2002: Professor, vice director, acting director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, China
- October 10 1998 to February 10 1999: Visiting scholar, Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, USA
- March 1995 to October 1997: Associate professor, division head and assistant director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, China
- May 1993 to February 1995: Assistant professor and principal investigator, Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, China
- September 1993 to January 1994: Teaching assistant (part-time) for the course "High-yield theory in crops" at Department of Agronomy, Northeast Agricultural University, Harbin, 150040, China
- March 1992 to February 1993: Visiting scholar, Plant Physiology and Biochemistry Lab, Water Technology Center, Indian Agricultural Research Institute, New Delhi, 110012, India. Supervisors: Professor/Dr. Renu Khanna Chopra
- March 1991 to February 1992: Principal investigator of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, China
- August 1987 to February 1991: Research assistant of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, China
- March 1987 to July 1987: Laboratory supervisor (part-time) for a training course titled "Principles of crop production" at Department of Agronomy, Northeast Agricultural College, Harbin, 150030, China

### AWARDS:

- (1) 2010, Second grade award of Natural Science by Heilongjiang Province (certificate), China
- (2) 2010, Second grade award of Science and Technology Progress by Harbin Municipal Government (certificate), China
- (3) October 16, 2007, Special award by State Councilor Liu Yandong, State Council on the

consulting report titled Suggestions on accelerating transgenic crop research in China

- (4) 2004, Second grade award of Science and Technology Progress by Jilin Provincial Government (certificate), China
- (5) February 20, 2003, Qualified certificate for breeding soybean cultivar Dongsheng No.1 (second breeder) by Heilongjiang Provincial Crop Variety Approval Committee, China
- (6) September 3, 2002, Special award by vice premier Wen Jiabao, State Council on the consulting report titled Problems and suggestions on the household contract production system with remuneration in the rural areas of China
- (7) November 14, 2001, Special award by Heilongjiang Provincial governor Mr. Song Fatang on the consulting report titled Establishing green soybean production belt in Heilongjiang Province, this report also got the 2001 excellent decision-making award by Consulting Committee of Science, Technology, and Economy of Heilongjiang Government
- (8) 2001, National Outstanding Scientist Certificate by State Council, China (certificate)
- (9) 2000, Scientific Cooperation Award by Chang-chun Branch, Chinese Academy of Sciences (certificate)
- (10) December 12, 2000, Special award by vice premier Wen Jiabao on the consulting report titled Problems and suggestions on the industry of agricultural product processing in China
- (11) December, 1999, Outstanding Young Scientist Award by Chang-chun Branch, Chinese Academy of Sciences (certificate)
- (12) 2000, First grade award of Agricultural Science and Technology Progress by Heilongjiang Provincial Government, China (certificate)
- (13) 1998, Second grade award of Natural Science Reward by Chinese Academy of Sciences, Changchun Branch, China (certificate)
- (14) 1998, Third grade award of Science and Technology Progress by Heilongjiang Provincial Government, China (certificate)
- (15) 1997, Early promotion to full professor by the Chinese Academy of Sciences
- (16) 1993, Second grade award of Science and Technology Progress by Chinese Academy of Sciences (no certificate, group award)
- (17) 1992, Third grade award of Science and Technology Progress by Chinese Academy of Sciences for the Fertilizer Patent Specific to the Continuous Soybean (certificate)
- (18) 1992, Fourth grade award of Science and Technology Progress by Heilongjiang Provincial government, PR China (certificate)
- (19) 1991, Honorable citizen and model worker by People's Government of Fu-jin City, China for the Outstanding Contribution to the Soybean Production Improvement in the Area (certificate)

### **HONORS:**

- (1) Supervisor and examiner of Master and Ph D student theses
- (2)2013-present, Member of Editorial Board of Soil and Groundwater Research Journal (Malaysia)
- (3) 2012-present, Member of 14th Judge Committee in Soil Science and Plant Nutrition for Proposals to National Natural Science Foundation of China
- (4) 1998-2003, Editor-in-chief of System Sciences and Comprehensive Studies in Agriculture (China)
- (5) 2004-2011, Member of Editorial Board of System Sciences and Comprehensive Studies in Agriculture (China)

- (6) 2008-present, Adjunct professor of Northeast Agricultural University, China
- (7) 2012-present, Executive Editor-in-Chief of Soil and Crop (China)
- (8) 2005 to present, Member of Editorial Board of Journal of Agronomy and Crop Science (Germany)
- (9) 2007 to present, Member of Editorial Board of Soybean Science (China)
- (10) 2008 to present, Member of Editorial Board of Soil Science (China)
- (11) 2000 to present, Member of Editorial Board of Chinese Journal of Eco-agriculture (China)
- (12) 2000 to present, Member of Editorial Board of Journal of Agricultural Modernization (China)
- (13) 2011-present, Member of Editorial Board of Journal of Land and Natural Resources (China)
- (14) 2006- present, Member of Editorial Board of Soybean Science and Technology (China)
- (15) March to April 2001, Fellowship by Japanese Society for the Promotion of Science, in Graduate School of Agriculture, Hokkaido University, Japan Host scientist: Prof./Dr. Mitsuru Osaki
- (16) October 10 1998 to February 10 1999, Scholarship of the Chinese Academy of Sciences, China, in Department of Plant and Soil Sciences, University of Massachusetts, amherst, MA, USA

Host scientist: Prof./Dr. Stephen J. Herbert

- (17) July 1 to July 10 1995, K.C.Wang Education Foundation, Hongkong
- (18) March 1992 to February 1993, Sino-India Cultural Exchange Program cosponsored by Indian Council of Cultural Research and the Ministry of Education of China

### Membership in Professional Societies:

(1) 2013 to present, Member of the Continuing Committee for World Soybean Research Conference

- (2) 2011 to present, President of World Mollisols Association
- (3) 2012 to present, President of Heilongjiang Society of Mollisols Conservation and Utilization
- (4) 2010 to present, Vice President of Soybean Committee of Crop Science Society of China
- (5) 2010-present, Vice President of Crop Science Society of Heilongjiang Province, China
- (6) 2010-present, Vice President of Soil Tillage Society of Heilongjiang Province, China
- (7) 2002-present, American Society of Agronomy, Crop Science Society of Amrica and Soil Science Society of America
- (8) 1994-present, National Agronomy Society of China

### **Authorized Patents:**

 Cultivation techniques of millet in slight saline-alkaline soil Patent number: ZL 2010 10233665.9

Invertors: Han B.J. Liu X.B.

Date approved: April 25, 2012

Country: P.R. China

- (2) Exogenous ABA micro-injection for regulating seed size in soybean Patent number: ZL 2009 0072895.9 Invertors: Liu B.J. Wang C. Liu X.B. Jin. J Date approved: July 20, 2011 Country: P.R. China
- (3) Protocol in counting cotyledon cell number in soybean

Patent number: ZL 2009 0072894.4 Invertors: Wang C. Liu B. Liu X.B. Jin. J Date approved: Nov. 23, 2011 Country: P.R. China

(4) Pre-harvest sprouting inhibitor of wheat Patent number: ZL 97125634.9 Inventors: Liu X.B. Wang G.H. Yang S.P. Jin. J Date approved: December 28, 1997 Country: P.R. China

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- (1) Liu, X.B., B. Si, Ted Huffman, and R.M. Cruse (Invited special editors). 2012. Soil Quality and Management of World Mollisols. Canadian Journal of Soil Science, 92(3)
- (2) Liu, X.B., C.Y. Song, R.M. Cruse, and Ted Huffman. 2010. Advances in Research and Management of World Mollisols. Northeast Forestry University Press, China
- (3) Liu, X.B., G.H. Wang, J. Jin, Q.Y. Zhang. 2010. Rhizosphere and Yield Physiology in Crops, Science Press (in Chinese), Beijing, China
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- Li, Yan-sheng, Qiu-ying Zhang, Xiao-bing Liu\*, and Jian Jin Planting date influences fresh pod yield and seed chemical compositions of vegetable soybean, *Crop Science* (in review)
- Zhou, Ke-qin, Guo-dong Wang, Yan-hua Li, Xiao-bing Liu\*, S. J. Herbert, M.Hashemi 2014 Assessing variety mixture of continuous spring wheat (*Triticum aestivum* L.) on grain yield and flour quality in Northeast China International Journal of Plant Production 8(1): 91-106
- Liu, Bing, Xiao-bing Liu\*, Yan-Sheng Li, S.J. Herbert 2013 Effects of enhanced UV-B radiation on seed growth characteristics and yield components in soybean, *Field Crops Research* (online in September)
- Li, Yan-sheng, Ming Du, Qiu-ying Zhang, M. Hashemi, Xiao-bing Liu\* and S.J. Hebert 2013 Correlation and path coefficient analysis for yield components of vegetable soybean in Northeast China Legume Research 36 (4): 284-288
- Sui, Yue-yu, Xiao-guang Jiao, Wen-ting Chen, Xiao-bing Liu\*, Xingyi Zhang, Guang-wei Ding 2013 Labile Organic Matter Content and Distribution as Affected by Six-year Soil Amendments to Eroded Chinese Mollisols Chin. Geogra. Sci. Vol. 23 No. 6 pp. 000–000doi: 10.1007/s11769-013-0000-0
- Li, Yan-Sheng, Nan Hai-Yang, Du Ming, Lian Teng-Xiang, Zhang Qiu-Ying, and Liu Xiao-Bing 2013 Sucrose Accumulation and Key Enzyme Activities in Different Parts of Seed in Vegetable Soybean Acta Agronomica Sinica, 39(11): DOI: 10.3724/SPJ.1006.2013.00000

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- Miao, Shu-jie, Hai Shi, Guang-hua Wang, Jian Jin, Ju-dong Liu, Ke-qin Zhou, Yu-yue Sui, Xiao-bing Liu\* 2013 Seven years of repeated cattle manure addition to eroded Chinese Mollisols increase low-molecular-weight organic acids in soil solution *Plant and Soll* 369: 577-584 DOI 10.1007/s11104-013-1594-3
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- Zhang, Qiu-ying, Zhao-lin Li, Bing-jin Han, Ke-qin Zhou, Xing-yi Zhang, Masoud Hashemi, and Xiao-bing Liu<sup>\*</sup> 2013 Immediate responses of cyst nematode, soil-borne pathogens and soybean yield to one-season crop disturbance after continuous soybean in Northeast China, *International Journal of Plant Production* 7(2): 341-353
- Liu, Xiao-bing\*, Yan-sheng Li, Bing-jin Han, Qiu-ying Zhang, Ke-qin Zhou, Xing-yi Zhang, Masoud Hashemi, 2012 Yield response of continuous soybean to one-season crop disturbance in a previous continuous soybean field in Northeast China *Field Crops Research* 138: 52-56
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Agricultural Science and Technology. 9:7-8

### **Professional Experience:**

- June 3 to 22, 2012, Professional training in Germany on the subject of Research Management. The training course included visits and meetings in research institutions such as Max-Planck Society, Munich, Ludwig Maximilian University, Munich, Potsdam Institute for Climate Impact Research, Potsdam, and Forschungszentrum Julich.
- February, 2005 to present, professor and vice director of Northeast Institute of Geography and Agroecology, the Chinese Academy of Sciences. Principal investigator for eight projects: (1) Biochemical effects of manure application in restoring productivity of eroded farmland granted by National Natural Science Foundation of China (41171229); (2) Carbon sequestration practices in Mollisols Agroecosystem granted by Heilongjiang Department of Science and Technology (GC12B104); (3) Soil erosion on farmland productivity supported by Bureau of Science and Technology for Resource and Environment, CAS; (4) Physiological basis of light enrichment on seed size in soybean granted by National Natural Science Foundation of China; (5) Super yield physiology in soybean supported by Heilongjiang Provincial Science and Technology Bureau; (6) Outstanding young scientist grant titled Physiological Improvement of soybeans released in the last half century granted by Heilongjiang Provincial Science and Technology of China; (8) Reference study on soil quality evolution, sustainable and efficient managements of World Mollisols granted by Chinese Academy of Sciences.
- April 2002 to January, 2005, Research fellow, Department of Plant and Soil Sciences, the University of Massachusetts, Amherst, MA, 01003, USA

Team member of USDA Livestock Extension project, Nutrient Management and Pastures

- November, 1997 to March, 2002: Professor, acting director, deputy director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, team leader of the projects (1) Relationship and regulation of yield and quality in soybean and wheat by Chinese Academy of Sciences. (2) Soil Management in relation to agricultural productivity in Black Soil Region of Northeast China by Chinese Academy of Sciences. (3) High-yielding canopy characters in soybean by Heilongjiang Natural Science Foundation. (4) Agricultural and environment sustainability in Song-nen Plain by UNEP, Beijing Office.
- March, 1995 to October, 1997: Associate professor, division head and assistant director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences. Directing and leading a Heilongjiang Provincial Natural Science Foundation Project entitled "PGRs Regulation on Pre-harvest Sprouting in Spring Wheat" as well as a key project from Chinese Academy of Sciences entitled "Mechanism of Yield and Quality Formation in Main Crops of Song Nen Plain", which involved 10 staff. Executive team member of Wheat High-Yielding Project granted by Heilongjiang Provincial Science and Technology Commission, China.
- May, 1993 to Feb., 1995: Assistant professor and principal investigator designed the project of wheat high-yielding and good quality in low-damp land, which was part of National Key Project during the Eighth Five-Years Plan.
- September, 1993 to January, 1994: Teaching assistant (part-time) for the course "High-yield theory in crops" at Department of Agronomy, Northeast Agricultural University, Harbin, 150040,

China

- March, 1992 to Feb., 1993: Visiting scholar, Plant Physiology and Biochemistry Lab, Water Technology Center, Indian Agricultural Research Institute, New Delhi, 110012, India, engaged in the project of osmotic adjustment mechanism in cereals.
- March, 1991 to Feb., 1992: Principal investigator, coordinated and managed the extension program of soybean high-yielding and standardization practices.
- August, 1987 to Feb., 1991: Research associate of the Institute, designed and led the project of barriers of continuous cropping in soybean.
- March, 1987 to July, 1987: Laboratory supervisor (part time) for a training course "Principles of crop production" at Department of Agronomy, Northeast Agricultural College, Harbin, 150030, China.

### **Professional Presentations and Activities:**

- Invited speech titled Roles of solar radiation and plant hormones in soybean yield formation at China-Japan Workshop on Soybean Yield Physiology, Harbin, Heilongjiang Province, August 26-29, 2013 China
- Oral presentation titled Mollisols Erosion in relation to crop productivity at 16<sup>th</sup> National Symposium of Agroecology and Eco-agriculture, Harbin, Heilongjiang Province, July 30-August 2, 2013 China
- Oral presentation titled Yield and seed growth responses to light enrichment and shading in soybean at Sino-Japan workshop on soybean yield physiology, Harbin, 26-28 August 2013 China
- Oral presentation titled Soil Erosion in relation to soybean productivity in 23<sup>rd</sup> National Symposium of Soybean Research and Production, Daqing, Heilongjiang Province, 24-26 August 2012 China
- Oral presentation titled Approaches in alleviating continuous soybean yield reduction in 22nd National Symposium of Soybean Research and Production, Yan'an, Shan'xi Province, 22-24 August 2011 China
- Invited speech titled Problems and approaches for sustainable grain production in Northeast China in 7th Australia China Symposium on Science and Technology Agriculture and Food Security relating to Health, Novotel Resort, Barossa Valley, Southern Australia 14-16 November 2010
- Invited lecture titled Control of soil erosion: practices and strategies for sustainable development of agriculture in northeast China in International Symposium on Harmonizing Environmental Considerations with Sustainable Development Potential of River Basins from the 24 to 26 of March 2010 at the Institute for Environment and Development (LESTARI), Universiti Kebangsaan Malaysia (UKM).
- Invited lecture titled Soil degradation: A problem threatening sustainable development of agriculture in Northeast China in SGP International Conference on Sustainable Agriculture and Environment, on July 2-6, 2008, Sapporo, Japan
- Poster presentation of a paper titled Separation Distance in Soybean with Negligible Crowding Stress at Annual Meeting of Agronomy of America, Denver, USA on November 2-6, 2003.
- Poster presentation of a paper titled Continuous Soybean Research in Northeast China at Annual Meeting of Agronomy of America, Indianapolis, USA on November 14-17, 2002.
- Poster presentation of a paper titled Effects of Long-term Fertilization, Continuous Cropping and Tillage on Nitrogen and Carbon Contents in Chinese Mollisol, Northeast Branch Meeting,

American Society of Agronomy, Verlington, VT, on June 30 to July 2, 2003.

- Poster presentation of a paper titled Physiological Aspects of Wheat Genotypes Differing in Protein Content at 14<sup>th</sup> International Colloquium on Plant Nutrition, Hannover, Germany on July 27-August 2, 2001.
- Oral presentation of a paper entitled "Endogenous Hormone Activities during Grain Filling of Wheat Genotypes Differing in Pre-harvest Sprouting" at 8th Intern. Symposium on Pre-harvest Sprouting in Cereals, Detmold, Germany on June 3-6, 1998.
- Oral presentation of a paper entitled "Influence of Late N Application on N Translocation and Protein Fractions of Wheat Genotypes Differing in Protein Content at 13th Intern. Plant Nutrition Colloquium held in Tokyo University of Agriculture, Tokyo, Japan on Sept.13-17, 1997.
- Oral presentation of a paper entitled "Factors Involved in Dormant Wheat Seed" at the 7th International Symposium on Pre-harvest Sprouting in Cereals held in Abashiri Central Hotel, Abashiri, Hokkaido, Japan on July 1-7, 1995.
- Oral presentation of a paper entitled "Effects of Late N Application on Protein Fractions Accumulation during Grain Filling of Wheat Genotypes Differing in Protein Content" at the 2nd National Youth Agronomy Colloquium held in Guest House, Mudanjiang, China on August 26-30, 1994.
- Oral presentation of a paper entitled "The Roles of Plant Root Exudates in Farmland" at Seminar Hall, Jilin Agricultural University, Changchun, China on August 4-7, 1991.

"Linking Citizens of Louisiana with Opportunities for Success"

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Office of the Chancellor Ashford O. Williams Hall P. O. Box 10010 Baton Rouge, LA 70813 (225) 771-2242 (225) 771-4369 Fax www.suagcenter.com

March 24, 2014

Dr. Ronald Mason, President Southern University System J. S. Clark Administration Bldg 4th Floor Baton Rouge, LA 70813

Dear Dr. Mason,

Dr. James Henson is recommended for appointment as Senior Research Scientist for a 12 month salary of \$60,000.00 effective April 1, 2014. This endorsement comes after an extensive review process.

If you are in concurrence with these recommendations, I am requesting that this action be forwarded to the Board of Supervisors through the appropriate channel for final approval. Should you have any questions, please feel free to contact me.

Thank you for your support in this matter.

Sincerely,

Leadrey William

Leodrey Williams Chancellor

The Southern University Agricultural Research and Extension Center is a statewide campus of the Southern University System and provides equal opportunities in programs and employment. Southern University and A.&.M. College, Louisiana parish governing bodies, Louisiana State University, and Unites States Department of Agriculture cooperating.

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| Position Title: Senior                                                                                                                                                                                                                                                                  | <b>Research Scientist</b>                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                               | ment: SUARE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | С                                                                                                                                               |                           |
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| Years Experience 30<br>Degree(s): Type/Disci                                                                                                                                                                                                                                            |                                                                                                                                                              | Southern Univ<br>Institution/Location (SI                                                                                                                                                                                                                                                                                                                                                                                                     | versity Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | e <u>1</u><br>Year:                                                                                                                             |                           |
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| Check One X New<br>Tran<br>Recommended Salary<br>Source of Funds State<br>Identify Bu<br>Form Code<br>Change of:<br>Position<br>Status<br>Salary Adjustment<br>List <u>total funds</u> currently                                                                                        | Appointment Consfer R<br>\$ 60,000 (12 months)<br>e fund<br>udget: 611001-65060-61<br>e:<br><u>From</u><br>Finan                                             | Personnel Action         continuation       Sabba         ceplacement       Other         Salary       Salary         002-62000       Page         cial Aid signature (if, applic         Source of Funds                                                                                                                                                                                                                                     | tical<br>(Specify)<br>Budgeted<br>Location<br><br>able):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Leave of Abs<br>560,000 <u>SUAREC</u> Item # <u>To</u> Amount                                                                                   |                           |
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This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

|   | ETHNIC ORGIN (Please check one):                                                                                                                                                                                                                             |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Hispanic or Latino Non-Hispanic or Non-Latino                                                                                                                                                                                                                |
|   | RACE (Please check all that apply):                                                                                                                                                                                                                          |
| X | White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                                                            |
|   | Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.                                                                                                                                                          |
|   | Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.                                                                                                                      |
|   | Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|   | American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.                                                  |

# EMPLOYEE REGULAR WORK SCHEDULE:Willie Rawls/Adell BrownEMPLOYEE DIRECT SUPERVISOR:Willie Rawls/Adell BrownSUPERVISOR/DEPARTMENT CONTACT NUMBER771-2143NUMBER OF EMPLOYEES SUPERVISED, (if any)771-2143

NUMBER OF EMI LOTEES SUI ERVISED, (II any

HR USE ONLY: STATUS (circle one):

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

EXEMPT

NON-EXEMPT

# Documentation must be provided for review and approval by Human Resources before employment is offered.

### **CLASS OF EMPLOYMENT (VISA STATUS):**

| TYPE                                                                                                                                                                                                                                                                    | CODE     | EXPIRES                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------|
| United States Citizen/Certificate of Naturalization<br>Resident Alien<br>H-1 Visa (Distinguished Merit & Ability)<br>J-1 Visa (Exchange Visitor Program)<br>F-1 Visa (Student Emp. FT Student at S.U.)<br>OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | J1<br>F1 | FUNDS AVAILABLE<br>OFFICE OF THE AGRICULTURAL<br>RESEARCH AND EXTENSION<br>SOUTHERN UNIVERSITY SYSTEM<br>FINANCE & ADMINISTRATION SECTION |

### Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form) Supervisory Criminal/Background Check Form (completed by employee/verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

### James F. Henson

| Address:   | Southern University Agricultural Research and Extension Center, Ashford O.<br>Williams Hall, B. A. Little Drive, Baton Rouge, LA 70813<br>Email: <u>james_henson@suagcenter.com</u> _Phone: 225-771-2662. |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | Ph.D. North Dakota State University (Agronomy - Plant Breeding), 1979<br>M.S. North Dakota State University (Agronomy - Crop physiology), 1976<br>B.S. University of Missouri (Agronomy), 1974            |

### Professional Positions<sup>†</sup>:

Visiting Research Professor, Southern University Agricultural Research, March 2013 to present Activities

Guide and assist Southern Agricultural Center professors in planning experiments and developing experimental designs.

Assist and guide Southern Agricultural Center professors in statistical analyses and interpretation of data from agricultural, urban forestry, and human nutrition studies.

Develop and present Statistical Analysis Workshops to Southern Agricultural Center professors and graduate students, Topics include:

- Data input into SAS (completed)
  - ✓ File management in SAS
  - ✓ Direct data input into SAS
  - ✓ Import data into SAS from Excel
  - ✓ Output of SAS results to portable tables and graphs
- Concepts and principles of experimental design
  - Accounting for variation among experimental units
    - Blocking
    - Using a covariant
    - Types of design structure
  - Types of treatment structure
    - True replications vs. sub-samples and pseudo replications

Assist Southern Agricultural Center professors in writing manuscripts for journal publication, particularly in the area of interpretation and presentation of results from statistical analyses.

USDA-NRCS Plant Data Center, Conservation Agronomist (Data compiler/controller), 1996 to 2011

### Activities

USDA PLANTS database <u>http://plants.usda.gov/java/</u>Data Compiler-Controller of plant attributes that inform about the utilization of plants for soil, water, wildlife, biodiversity conservation.

Data Steward for '**VegSpec**<sup>‡</sup>', a rule-based artificial intelligence system designed to select plant species for particular soil types, climates, and soil/water conservation practices, such as cover crop, pasture and hay, mined land reclamation, etc.

Design, compile and validate data for the 'Crop Nutrient Tool'

http://plants.usda.gov/java/, a tool that delivers estimates of the amount of nutrients (N, P, and K) removed by crop harvests. These estimates are used in the formulation of NRCS Conservation Management Plans.

Author of numerous 'NRCS Plant Guides' <u>http://plants.usda.gov/java/</u>, which provide information about the utility and use of plant species for soil, water, wildlife habitat, and biodiversity conservation.

# USDA-NRCS New Mexico Plant Materials Center, Conservation Agronomist (Agronomist/Plant breeder), 1990 to 1996

### Activities

Conduct an on-farm replicated-entry forage trial with native grasses and legume species, and accessions within species, in cooperation with the NRCS Field Office at Blanding, UT.

Collect 45 accessions of cane bluestem (*Bothriochloa barbinodis*) from locations across New Mexico. Select among accessions for superior forage type. A composite of selected accessions lead to the release of '**Grant Germplasm**' for forage, rangeland seeding, erosion control, and wildlife restoration habitat.

### http://www.nrcs.usda.gov/wps/portal/nrcs/pmreleases/plantmaterials/pmc/west/nm pmc/cp/

ARS and Colorado State University geneticists, in collaboration with the New Mexico Plant Materials Center developed, 'Alma' blue grama (*Bouteloua gracilis*) by recurrent selection for heavier caryopsis weight, improved seedling emergence and establishment from deep planting depths. I statistically analyzed data, from plantings by NRCS field office staff, which compared Alma blue grama with current blue grama cultivars for emergence and establishment from deep planting depths. This analysis contributed to the release of Alma blue grama http://www.nativeseednetwork.org/viewrelease?release\_id=9134.

Conduct an on-site replicated-entry adaptation trial with native grasses, forbs, legume species, and accessions within species, at Bandelier National Monument at White Rock, NM. The better adapted entries were used for restoration of Pinion-Juniper understory.

Conduct a replicated-entry eastern gamagrass forage yield trial at the New Mexico State University Tucumcari Ag Science Center, Tucumcari, NM. Entries were a released cultivar, plus accessions that were visually selected for superior forage type.

Conduct an on-ranch replicated-entry forage trial with native grasses in cooperation with the NRCS Field Office at Santa Rosa, NM.

Soil erosion from wind following peanut (*Arachis hypogaea*) harvest is a major problem in eastern New Mexico and west Texas. Winter wheat cover crops often provide insufficient growth to prevent erosion due to cold soil and air temperatures. My tactic was to realize that spring wheat (*Triticum aestivum*) cultivars undergo inadvertent selection for germination and growth in cold soil/air temperatures several times during the plant breeding process. So, we obtained seed of 43 spring wheat cultivars from the Northern Great Plains (U.S. and Canada). Using a modified cold cabinet screening procedure that had been developed for corn, we compared seed of these cultivars for rapid germination at a cold temperature. Demonstration plantings, of the coldest tolerant cultivars from the cold cabinet screen, were established at two farms in the peanut producing area of eastern New Mexico.

Receive 'New Mexico NRCS Employee of the Year' award for 1995.

The Land Institute/The Kerr Center for Sustainable Agriculture – Salina, KS/Poteau, OK, (Agronomist/Plant breeder), 1984 to 1990

### Activities

Conduct a field study at two locations (Poteau, OK and Salina, KS) to access the impact of foliar diseases on the growth and yield of eastern gamagrass, and to compare monoecious and gynomonoecious eastern gamagrass for foliar disease susceptibility and agronomic traits.

Conduct forage yield trial of tall fescue (*Schedonorus arundinaceus*) cultivars (with and without the fescue endophyte) grown in both monoculture and intercropped with red clover (*Trifolium pratense*). The absence of the endophyte in conjunction with intercropped red cover caused summer dying of tall fescue plants, with variation among the cultivars for percentage death.

Collect seed of 70 eastern gamagrass accessions from native stands across Oklahoma, Arkansas and Texas. Visually evaluate plants of these accessions for forage type. Evaluate forage yield of the accessions with superior forage type in a replicated-entry trial at the New Mexico State University Tucumcari Ag Science Center, Tucumcari, NM. Share accession germplasm with C.L. Dewald, ARS plant geneticist at the Southern Great Plains Range Research Station, Woodward, OK.

Organize and coordinate an 'Eastern Gamagrass Conference' during January, 1989 at The Kerr Center for Sustainable Agriculture. Participants included NRCS, ARS, university scientists and eastern gamagrass seed producers. Printed the proceedings, which included 12 presentations, and distributed to interested parties.

Post-doctoral researcher, Department of Botany and Crop Science, University of California – Riverside, 1979 to 1983

### Activities

Conduct research in the areas of wheat-grassy weed competition for nitrogen and wheat nitrogen utilization.

Graduate Research Fellow, Department of Agronomy, North Dakota State University, Fargo, ND, 1974 to 1979

### Activities

Investigate the use of activity levels of rate limiting enzymes of nitrogen and carbon metabolism as selection criterion in wheat breeding.

### **Professional Associations:**

American Society of Agronomy (recently lapsed) Crop Science Society of America (recently lapsed) Range Management Society of America (recently lapsed)

Invited to serve on the 'Forage and Turfgrass Germplasm Committee' of the Crop Science Society of America from 1995 to 2000. Review proposals for expeditions to collect forage and turfgrass germplasm.

### **Submitted Grant Proposals:**

Retina W. Marshall and James F. Henson. Controlling Production Limiting Diseases on Small Ruminant Farms Utilizing Best Managements Practices. Submitted as a SARE proposal, Nov, 2013.

### **Publications:**

### **Book Chapter**

Henson, J., M. Safley. 2009. NRCS plant information and conservation practice standards. In: H.A.\_Fribourg, D.B. Hannaway, C.P. West, editors, *Tall fescue for the twenty-first century*. American Society of Agronomy, Crop Science Society of America, Soil Science Society of America, Madison, WI.

### Journal (peer reviewed)

- Henson, J.F., J.W. Gronwald, R.T. Leonard and G.J. Waines. 1986. Nitrogen use in a seedling synthetic allohexaploid developed from durum wheat and *Aegilops Squarrosa*. Crop Sci. 26: 5: 1074-1076.
- Henson, J.F., and J.G. Waines. 1983. Nitrogen metabolism and yellowberry of two bread wheat cultivars. Crop Sci. 26: 5: 1074-1076.
- Henson, J.H., and L.S. Jordon. 1982. Wild oat (Avena fatua) competition with wheat (Triticum aestivum and T. turgidum) for nitrate. Weed Sci. 30: 297-300.

Negatu, Z., J.I. McNitt and K. McMillin. 2006. Determination of small bone fragments in mechanically separated rabbit meat. J. Muscle Foods, 17: 185-197. [James F. Henson, acknowledged for assistance in statistical analysis of data]

### Submitted

Fatemeh Malekian, Margarita Khachaturyan, Sebhatu Gebrelul, and **James F. Henson**. Nutritional Characteristics of Goat Meat Sausages with Added Rice Bran. International Journal of Food Science.

### **In Preparation**

- Yongsheng Li, Yadong Qi, Kun Lian, Qinglin Wu and James F. Henson. Antifungal activities of core-shell copper nanoparticles and copper oxides against phytopathogenic fungus, *Bipolaris soroinana*. Biomaterials.
- Fatemeh Malekian, Margarita Khachaturyan, Sebhatu Gebrelul, and **James F. Henson**. Consumer acceptance of rice bran added goat meat products. International Journal of Food Science.

### Selected Non-Referred Publications:

USDA PLANTS database <u>http://plants.usda.gov/java/</u> James F. Henson, Data compiler/controller for the utilization of plants for conservation, from 1996 to 2011.

- Henson, J.F. et al., Eastern gamagrass (*Tripsacum dactyloides*): A plant for forage, conservation, and bioenergy. NRCS Technical note <u>http://plants.usda.gov/8083.pdf</u>
- Peter A. Kulakow, Mary K. Handley, **James Henson**, and C.L. Dewald. 1989. Comparison of monoecious and gynomonoecious eastern gamagrass breeding systems for foliar disease susceptibility and agronomic traits. Eastern Gamagrass Proceedings, January 23-25, The Kerr Center for Sustainable Agriculture. Poteau, OK.
- Mary K. Handley, Peter A. Kulakow, **James Henson**, and C.L. Dewald. 1989. Impact of two foliar diseases on growth and yield of Eastern gamagrass. Eastern Gamagrass Proceedings, January 23-25, The Kerr Center for Sustainable Agriculture. Poteau, OK.

#### In Preparation:

Fatemeh Malekian, Margarita Khachaturyan, Sebhatu Gebrelul, and James F. Henson. Shake your weight off. The LA Agricultural Magazine, Autumn 2013.

### **Presentations:**

- James F. Henson and Sebhatu Gabrelul. Logistic regression for the analysis of categorical data. Presented to the Southern University Agricultural, Research and Extension faculty and staff, 2008. Baton Rouge, LA.
- Henson, J.F. On-line demonstration of the PLANTS Database <u>http://plants.usda.gov/java/</u> Annual meeting of the Society of Range Management, 2007, Kansas City, MO.
- Henson, J.F. and P.H. Smith. On-line demonstration of VegSpec. Annual meeting of the Crop Society of America, 2000, Baltimore, MD.
- **Henson, J.F.** On-line demonstration of the PLANTS Database <u>http://plants.usda.gov/java/</u> XVIII International Grassland Congress – 2000. 1997, Winnipeg, Canada.
- **Henson**, J.F., R. L. Cuany, W. Hassel and A.M. Wilson. Recurrent selection in a diverse population of blue grama for emergence and establishment from deep planting depths. Annual meeting of the Crop Society of America, 1991, Denver, CO.
- **Henson, J.F.**, P.A. Kulakow, M.K. Handley, and CL. Dewald. Heritability of agronomic traits and disease susceptibility in monoecious and gynomonoecious eastern gamagrass. Annual meeting of the Southern Branch of the Crop Society of America, 1988, Nashville, TN.
- Henson, J.F. and J.G. Waines. Nitrate uptake and yellowberry of two bread wheat cultivars. Annual meeting of the Crop Science Society of America, 1983, Anaheim, CA.
- Henson, J.F. and L.S. Jordon. Competition between wheat and wild oat for nitrate. Annual meeting of the Weed Science Society of America, 1981, Toronto, Canada.

### References

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<sup>†</sup>**Unaccounted time**: Caring for my elderly mother during 2011, and retired during 2012, which was boring.

<sup>‡</sup>The U.S. Geological Survey, U.S. Department of Agriculture and U.S. Army Corps of Engineers no longer support VegSpec. To the best of my recollection, I was the first member of the VegSpec working group to argue that VegSpec, a rule-based artificial intelligence system, was unreliable for the selection of plant species for particular locations and conservation practices. The article *Higher State of Mind* (New Scientist, August 10-16, 2013, Vol. 219) asserts that rule-based artificial intelligence systems do not work, which is validated by the experience of 'Microsoft', 'IBM', and 'Google'. However, a new type of artificial intelligence called "machine learning" was utilized to defeat Ken Jennings at Jeopardy. Machine-learning artificial intelligence employs cluster analysis and Bayesian statistics so that computers teach themselves to build patterns from data.

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| JOB CLASS<br>JOB CODE<br>CAL ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SOUTHERN U<br><u>Person</u>                                                                                                             | NIVERSITY S<br>nel Action Form                                                                                                                                                                                                           | $\sim$                                                                                                               | Board Item 5D-27<br>02789461<br>6 F 9 9 8 4                                        |  |  |  |  |
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| <b>EMPLOYMENT CATEGORY:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 9-MONTH                                                                                                                                 | 12-MONTH X                                                                                                                                                                                                                               | _ OTHER                                                                                                              | (Specify)                                                                          |  |  |  |  |
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| Previous Employee <u>None</u><br>Date Left <u>N/A</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                         |                                                                                                                                                                                                                                          | ason Left N/.<br>ary Paid N/.                                                                                        | A                                                                                  |  |  |  |  |
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| Length of Employment <u>July 1,</u><br>Effective Date <u>June 1, 2014</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2013                                                                                                                                    |                                                                                                                                                                                                                                          | To <u>June 30, 2</u>                                                                                                 | 014                                                                                |  |  |  |  |
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| Position Title: Assistant Profess                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | io <b>r</b>                                                                                                                             | (Last 4 digits<br>Departme                                                                                                                                                                                                               | only)<br>ent: <u>SUAREC</u>                                                                                          |                                                                                    |  |  |  |  |
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| X       New Position       Expiration Date:       05/31/2015         (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)       05/31/2015         Years Experience       9       Southern University Experience       0         Degree(s):       Type/Discipline (BA-Education):       Institution/Location (SU-Baton Rouge):       Year:         Bachelor of Science(QuantitativeEconomics)       University of Kinshasa       2000         MS Williams College       Development Economics       2007         Ph.D. Mississippi State University       Applied Economics       2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                         |                                                                                                                                                                                                                                          |                                                                                                                      |                                                                                    |  |  |  |  |
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| Current Employer <u>Northeast In</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                         |                                                                                                                                                                                                                                          | e Academy of So                                                                                                      | cience                                                                             |  |  |  |  |
| Current Employer <u>Northeast In</u><br>Check One <u>X</u> New Appointm<br>Transfer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>Pers</u><br>nent Continuat                                                                                                           | onnel Action                                                                                                                                                                                                                             | cal                                                                                                                  | Leave of Absence                                                                   |  |  |  |  |
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| Check One X New Appointm<br>Transfer<br>Recommended Salary \$65,000 (<br>Source of Funds State Research<br>Identify Budget: 6<br>Form Code: 6<br>Form Code: 7<br>Change of: 7<br>Position Status Salary Adjustment 1<br>List total funds currently paid this four for the function of the functio | Personant Continuat Continuat Replacement (12 months)<br>Match 11001-65060-61003-62000<br>From Financial Aid s<br>employee by           | onnel Action<br>ion Sabbation<br>ent Other (S<br>Salary F<br>Page                                                                                                                                                                        | cal<br>Specify)<br>Budgeted <u>\$6</u><br>Location                                                                   | Leave of Absence<br>5,000<br>SUAREC<br>Item #                                      |  |  |  |  |
| Check One X New Appointm<br>Transfer<br>Recommended Salary \$65,000 (<br>Source of Funds State Research<br>Identify Budget: 6<br>Form Code: 6<br>Form Code: 6<br>Position<br>Status Salary Adjustment<br>List <u>total funds</u> currently paid this<br>Southern University:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Personant Continuat Continuat Replacement (12 months)<br>Match 11001-65060-61003-62000<br>From Financial Aid s<br>employee by           | onnel Action ion Sabbatio ent Other (S Salary F Page ignature (if, applicab Source of Funds                                                                                                                                              | cal<br>Specify)<br>Budgeted <u>\$6</u><br>Location                                                                   | Leave of Absence 5,000  SUAREC Item # To Amount                                    |  |  |  |  |
| Check One X New Appointm<br>Transfer<br>Recommended Salary \$65,000 (<br>Source of Funds State Research<br>Identify Budget: 6<br>Form Code: 6<br>Form Code: 7<br>Change of: 7<br>Position Status Salary Adjustment 1<br>List total funds currently paid this four for the function of the functio | Pers                                                                                                                                    | onnel Action ion Sabbatio ent Other (S Salary F Page ignature (if, applicab Source of Funds                                                                                                                                              | cal<br>Specify)<br>Budgeted<br>Location<br><br>sle):                                                                 | Leave of Absence 5,000  SUAREC Item # To Amount                                    |  |  |  |  |
| Check One X New Appointm<br>Transfer<br>Recommended Salary \$65,000 (<br>Source of Funds State Research<br>Identify Budget: 6<br>Form Code:<br>Change of:<br>Position<br>Status<br>Salary Adjustment<br>List total funds currently paid this<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pers                                                                                                                                    | onnel Action<br>ion Sabbatic<br>ent Other (S<br>Salary F<br>Page<br>ignature (if, applicab<br>Source of Funds<br>611001-65060-61003-<br>ol signature (if, appli<br>Dean/U                                                                | cal<br>Specify)<br>Budgeted<br>Location<br><br>sle):<br><br>fle):<br><br>cable):<br><br>cable):<br><br>fjit Head//// | Leave of Absence 5,000  SUAREC Item # To Amount                                    |  |  |  |  |
| Check One X New Appointm<br>Transfer<br>Recommended Salary \$65,000 (<br>Source of Funds State Research<br>Identify Budget: 6<br>Form Code: 6<br>Form Code: 7<br>Position<br>Status<br>Salary Adjustment<br>List total funds currently paid this<br>Southern University:<br>*See Reverse Side<br>Comments: (Use back of form<br>*See Reverse Side                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Persenter Continuat<br>Replacement<br>(12 months)<br>Match<br>Match<br>Match<br>From<br>Financial Aid s<br>employee by<br>Graduate Scho | onnel Action<br>ion Sabbatic<br>ent Other (S<br>Salary E<br>Page<br>Page<br>Page<br><br>ignature (if, applicab<br>Source of Funds<br>611001-65060-61003-<br>611001-65060-61003-<br>01 signature (if, appli<br>Dean/U<br>Dean/U<br>Dean/U | cal<br>Specify)<br>Budgeted<br>Location<br><br>sle):<br><br>fle):<br><br>cable):<br><br>cable):<br><br>fjit Head//// |                                                                                    |  |  |  |  |

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

| ETHNIC | ORGIN | (Please | check | one): |
|--------|-------|---------|-------|-------|
|--------|-------|---------|-------|-------|

| Hispanic or Latino                                                                  | Non-Hispanic or Non-Latino                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RACE (Please check all that apply):                                                 |                                                                                                                                                                                                                                                                                                                             |
| White, not of Hispanic origin. A person                                             | having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                                                                                                                                                                   |
| Black. not of Hispanic Origin. A perso                                              | on having origins in any of the Black racial groups of Africa.                                                                                                                                                                                                                                                              |
| Hispanic. A person of Mexican, Puerto regardless of race.                           | Rican, Cuban, Central or South American, or other Spanish culture or origins,                                                                                                                                                                                                                                               |
|                                                                                     | ing origins in any of the original peoples of the Far East, Southeast Asia, the Indian rea includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.                                                                                                                                                   |
| American Indian or Alaskan Native. A maintains cultural identification through trib | A person having origins in any of the original peoples of North American, and who bal affiliation or community recognition.                                                                                                                                                                                                 |
|                                                                                     | RACE (Please check all that apply):<br>White, not of Hispanic origin. A person<br>Black. not of Hispanic Origin. A perso<br>Hispanic. A person of Mexican, Puerto<br>regardless of race.<br>Asian or Pacific Islander. A person hav<br>Subcontinent, or the Pacific Islands. This a<br>American Indian or Alaskan Native. A |

### COMMENTS:

This employee will serve as an Agricultural Economics who will work collaboratively with other SUAREC scientists. The employee will provide leadership in the areas of economics analyses for goats and cattle, analysis of markets structure/channels; economic analysis of renewable and/or non-renewable resources. The employee is required to conduct research as a research scientist and develop research proposal to secure external funds.

| <b>EMPLOYEE REGU</b> | LAR WORK SCHEDULE:          | 40 hours per | week at SUAREC  |  |
|----------------------|-----------------------------|--------------|-----------------|--|
| EMPLOYEE DIREC       | CT SUPERVISOR:              | Willie Rawls | /Adell Brown    |  |
| SUPERVISOR/DEP.      | ARTMENT CONTACT NUMBER      | 771-2143     |                 |  |
| NUMBER OF EMPI       | LOYEES SUPERVISED, (if any) | Undetermin   | ed at this time |  |
| HR USE ONLY:         | STATUS (circle one):        | EXEMPT       | NON-EXEMPT      |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

## Documentation must be provided for review and approval by Human Resources before employment is offered.

### **CLASS OF EMPLOYMENT (VISA STATUS):**

| <u>TYPE</u>                                                   | CODE | <b>EXPIRES</b> |
|---------------------------------------------------------------|------|----------------|
| United States Citizen/Certificate of Naturalization           | US   |                |
| Resident Alien                                                | RA   |                |
| H-1 Visa (Distinguished Merit & Ability)                      | H1   |                |
| J-1 Visa (Exchange Visitor Program)                           | J1   |                |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1   |                |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | FO   |                |

### Do <u>Not</u> Write Below This Area For Human Resource and Budgetary Control Use Only!

### PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

### Southern University System APPLICATION FOR EMPLOYMENT ADMINISTRATIVE/UNCLASSIFIED/FACULTY POSITIONS

SUS

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SULAC X

\_X\_SUAREC

SUSLA

SUNO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

|                                                                                                                 | (PLEASE PRINT OR T.                | YPE)             |                             |                        |          |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|-----------------------------|------------------------|----------|
| Position(s) Applied For<br>Assistant Professor                                                                  | Position Number                    |                  | Date of Appl<br>December 1, |                        |          |
| How Did You Learn About Us?                                                                                     | □ Employee I                       | Referral         | x Web Pa                    | age                    |          |
| List Publication                                                                                                | □ Walk-In                          |                  | □ Other_                    |                        |          |
| II Employment Agency                                                                                            |                                    |                  |                             | Explain                |          |
| Last Name<br>LUKONGO                                                                                            | First Name<br>ONYUMBE(BEN,preferre | d)               | Middle Name<br>ENUMBE       | e                      |          |
| Address         Number         Street           40 OLD MAIN DEP OF FINANCE AND ECONO                            |                                    | City<br>PI STATE | State<br>MS                 | Zip Code<br>39762-9580 |          |
| Telephone Number(s)         Home ()           Work         (662) 312-4330           Cell         (662)312 -4330 | ·                                  | 297              | Social Securi               | ity Number             | 2798     |
|                                                                                                                 |                                    |                  | ·                           |                        |          |
| Best time to contact you at home is:                                                                            |                                    |                  |                             | <u>X</u> :             | AM<br>PM |
| If you are under 18 years of age, can you provide r                                                             | equired proof of your eligibilit   | y to work?       | ,                           | ⊏ Ye:                  | s XNo    |
| Have you ever filed an application with us before?                                                              | If yes, give date                  |                  |                             | ⊏ Ye:                  | s⊏X No   |
| Have you ever been employed with us before? If y                                                                | es, give date                      |                  |                             | ⊂ Ye:                  | s⊏x No   |
| Do any of your friends or relatives, other than spor<br>If Yes, state name, relationship and location           |                                    |                  |                             | Yes                    | s CX No  |
| Are you currently employed?                                                                                     |                                    |                  |                             | X⊐Ye                   | s∃ No    |
| May we contact your present employer?                                                                           |                                    |                  |                             | X⊐ Y                   | 'es□ No  |
| Do you possess a valid driver's license?                                                                        |                                    |                  |                             | XYes                   | No       |
| Do you possess a valid commercial driver's license                                                              | ?                                  |                  |                             | Yes                    | _XNo     |
| Driver's License Number 801869164 StateM                                                                        | ISSISSIPPI Expiration              | n Date: 07       | /18/2017                    |                        |          |
| Please explain any "Yes" answers on page 3.                                                                     |                                    |                  |                             |                        |          |
| Are you currently holding or running for an electiv                                                             | e public office?                   |                  |                             | Yes _2                 | XNo      |
| Have you ever been on probation or sentenced to j                                                               | ail/prison as a result of a felony | convictio        | n or guilty plea?           | Yes X                  | No       |
| Have you ever been fired from a job or resigned to                                                              | avoid dismissal?                   |                  |                             | Yes _2                 | XNo      |
| Are you restricted by law or for other reasons from                                                             | working in an environment w        | ith minors?      | ?                           | Yes                    | _X No    |

|                                                                                                                                                                                                                         | d from lowfully becoming orgalous di                                          | - this o       |                                        |                                                               |                                                                                                    | Immigration Stat           |                           | · · ·                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------|----------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------|---------------------------|----------------------------------------------------|
| Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?       *         Proof of citizenship or immigration status will be required upon employment.       X□ Yes □ No |                                                                               |                |                                        |                                                               |                                                                                                    |                            |                           |                                                    |
| Date available for                                                                                                                                                                                                      | -                                                                             | at is yo       | ur desi                                | red salary range                                              | e? _                                                                                               |                            |                           |                                                    |
| Are you available                                                                                                                                                                                                       |                                                                               |                | • ,                                    |                                                               |                                                                                                    |                            |                           |                                                    |
|                                                                                                                                                                                                                         | ☐ Part Time (Ple<br>☐ Temporary (P                                            |                |                                        | Mornings<br>dates available                                   |                                                                                                    |                            | ings)                     | 1                                                  |
| Minimum Salary                                                                                                                                                                                                          |                                                                               | icase in       | uicaic                                 | dates available                                               | _                                                                                                  |                            | /                         | _/)                                                |
| -                                                                                                                                                                                                                       | (OPTIONAL)                                                                    |                |                                        |                                                               |                                                                                                    |                            |                           |                                                    |
| Can you travel if                                                                                                                                                                                                       |                                                                               | <b>BA1</b> 11  |                                        |                                                               |                                                                                                    | 01.000                     |                           | CX Yes 🗆 No                                        |
|                                                                                                                                                                                                                         | WE ARE AN                                                                     | EQUA           | L OPP                                  | ORTUNITY E                                                    | MPI                                                                                                | LOYER                      |                           |                                                    |
| EDUCATION                                                                                                                                                                                                               |                                                                               |                | r                                      |                                                               |                                                                                                    | -                          | 1                         | ľ                                                  |
| School                                                                                                                                                                                                                  | Name and Address                                                              |                | C                                      | ourse of Study                                                | /                                                                                                  | Years                      | Deuree                    | Diploma/<br>/Discipline (BA/English)               |
| High School                                                                                                                                                                                                             | of School                                                                     |                |                                        |                                                               |                                                                                                    | Attended                   | inc <u>g</u> ree          | voiscipnice (navoignaii)                           |
|                                                                                                                                                                                                                         |                                                                               |                | OU                                     |                                                               |                                                                                                    | 1004 0000                  | Da                        | 500101400                                          |
| Undergraduate<br>College                                                                                                                                                                                                | UNIVERSITY OF KINSHAS                                                         | A,             | ~                                      | ANTITATIV                                                     | Έ                                                                                                  | 1994-2000                  | BS                        | ECONOMICS                                          |
|                                                                                                                                                                                                                         | DR CONGO                                                                      |                |                                        | DNOMICS                                                       |                                                                                                    |                            |                           |                                                    |
| Graduate/<br>Professional                                                                                                                                                                                               | MISSISSIPPI STATE                                                             |                |                                        | PLIED                                                         |                                                                                                    | 2008-2014                  | PHD                       | APPLIED                                            |
|                                                                                                                                                                                                                         | UNIVERSITY                                                                    |                |                                        | DNOMICS                                                       |                                                                                                    |                            |                           | ECONOMICS                                          |
| Other<br>(Specify)                                                                                                                                                                                                      | WILLIAMS COLLEGE, MA                                                          |                |                                        | VELOPMEN                                                      | T                                                                                                  | 2006-2007                  | MA                        | ECONOMICS                                          |
| (aperio)                                                                                                                                                                                                                |                                                                               |                | ECO                                    | DNOMICS                                                       |                                                                                                    |                            |                           |                                                    |
| WORK EXP                                                                                                                                                                                                                | ERIENCE: Total Years of Profes                                                | sional E       | xperie                                 | ence                                                          | To                                                                                                 | tal Years of Mili          | itary Ex                  | perience                                           |
|                                                                                                                                                                                                                         | esent or last job. Include any job-rela                                       |                |                                        |                                                               |                                                                                                    |                            |                           |                                                    |
| jobs, which indica                                                                                                                                                                                                      | ate race, color, religion, gender, nation                                     | nal origi      | n, disa                                | bilities or othe                                              | r pro                                                                                              | tected status.             |                           |                                                    |
|                                                                                                                                                                                                                         |                                                                               |                | Dates E                                | mployed                                                       |                                                                                                    | \\                         | fork Perf                 | ormed                                              |
| Employer MISSI                                                                                                                                                                                                          | SSIPPI STATE UNIVERSITY                                                       | Fre            | )<br>HI                                | To                                                            | TE                                                                                                 | ACH BOTH S                 | ECTION                    | IS OF ECONOMICS                                    |
| Address: 40 OLD                                                                                                                                                                                                         | MAIN                                                                          | FALL           | FALL 2008 SPRING 2014 CONDUCT RESEARCH |                                                               |                                                                                                    |                            |                           |                                                    |
| Telephone Numb                                                                                                                                                                                                          | er(s): 662-325-2341                                                           | 1              | iourly R                               | ate/Salary                                                    | ADVISE STUDENTS                                                                                    |                            |                           |                                                    |
| Starting/Present J                                                                                                                                                                                                      | ob Title: LECTURER OF                                                         | Star           | ling                                   | Final                                                         |                                                                                                    |                            |                           | DEPARTMENT                                         |
| ECONOMICS AI                                                                                                                                                                                                            | ND RESEARCH ASSOCIATE                                                         |                |                                        |                                                               | RE                                                                                                 | SEARCH ACT                 | IVITIE                    | S                                                  |
| Supervisor: Dr. N                                                                                                                                                                                                       | fICHAEL HIGHFIELD                                                             |                |                                        |                                                               |                                                                                                    |                            |                           |                                                    |
| Reason for Leavin                                                                                                                                                                                                       | ng: GRADUATION                                                                |                |                                        | May We Con                                                    | ntact?                                                                                             | ? Ex                       | Yes                       | 🗆 No                                               |
| -                                                                                                                                                                                                                       |                                                                               |                | Dates f                                | imployed                                                      |                                                                                                    | 11                         | fork Perf                 | ormed                                              |
| Employer: STER                                                                                                                                                                                                          | LING INTERNATIONAL GROUP                                                      | Fre            | m                                      | To                                                            | Ad                                                                                                 |                            |                           | ernments, international                            |
|                                                                                                                                                                                                                         |                                                                               |                |                                        |                                                               | org                                                                                                | anization and co           |                           | s working in emerging                              |
|                                                                                                                                                                                                                         |                                                                               | T              | 2007                                   | A 1 0000                                                      |                                                                                                    | intries                    |                           |                                                    |
| Address: One Laf                                                                                                                                                                                                        | fayette Center, North Tower 1120<br><sup>th</sup> Floor, Washington, DC 20036 | June           | 2007                                   | April 2008                                                    | April 2008 Prepare and update work plans for project at<br>to me and Identify possible transaction |                            |                           |                                                    |
| 20 SUCCINW, /                                                                                                                                                                                                           | 1 1001, Washington, DC 20030                                                  |                |                                        |                                                               |                                                                                                    |                            |                           | fort to draft winning                              |
|                                                                                                                                                                                                                         |                                                                               |                |                                        |                                                               |                                                                                                    | posals                     | ig the c                  | none to diate mining                               |
| Telephone Numb                                                                                                                                                                                                          | er(s): 202-785-3500                                                           | ł              | lourly R                               | ate/Salary                                                    | Ins                                                                                                | ure quality contro         | ol of <mark>al</mark> l r | eports, proposals or                               |
|                                                                                                                                                                                                                         |                                                                               | Starting Final |                                        | documents<br>Market the Group and promote its capabilities in |                                                                                                    |                            |                           |                                                    |
| Starting/Present J                                                                                                                                                                                                      | ob Title: Senior Research Analyst                                             | Star           | nng                                    | Final                                                         |                                                                                                    |                            |                           |                                                    |
|                                                                                                                                                                                                                         |                                                                               |                |                                        |                                                               |                                                                                                    | nagement, consi<br>ivities | uting an                  | d investment banking                               |
| Supervisor: Philip                                                                                                                                                                                                      | ope Sanchez                                                                   |                |                                        |                                                               |                                                                                                    |                            | nvestmen                  | t opportunities in                                 |
|                                                                                                                                                                                                                         | -                                                                             |                |                                        |                                                               |                                                                                                    | erging countries           |                           |                                                    |
| Desser for Leavi                                                                                                                                                                                                        |                                                                               |                |                                        |                                                               |                                                                                                    |                            | N                         |                                                    |
| Reason for Leavin                                                                                                                                                                                                       | ng: Pursue a doctorate degree at MSU                                          |                | Datas                                  | May We Con                                                    | itact'                                                                                             |                            | Yes                       | II No                                              |
| <b>T</b> 1 <b>T</b>                                                                                                                                                                                                     |                                                                               |                |                                        |                                                               |                                                                                                    |                            | ork Perfe                 |                                                    |
|                                                                                                                                                                                                                         | Nations Department of Economic<br>s and United Nations Development            | Fre            | n))                                    | То                                                            |                                                                                                    |                            |                           | s of project loans and<br>nancial institutions and |
|                                                                                                                                                                                                                         | t APNURC- Projet (ZAI 001)                                                    |                |                                        |                                                               |                                                                                                    |                            |                           | of the Government                                  |
| riogram, riojec                                                                                                                                                                                                         | ( IN NOICE TIOJE (ZALOOI)                                                     |                |                                        |                                                               |                                                                                                    | onomic Program             |                           | c. the covernment                                  |
|                                                                                                                                                                                                                         |                                                                               |                |                                        |                                                               |                                                                                                    |                            |                           |                                                    |
| Addemon TINT IZ'                                                                                                                                                                                                        | share DBC                                                                     | 200            | 13                                     | 2005                                                          | <b> </b>                                                                                           |                            |                           |                                                    |
| Address: UN Kin                                                                                                                                                                                                         | snasa, DKC                                                                    | 200            | 13                                     | 2005                                                          |                                                                                                    |                            |                           |                                                    |

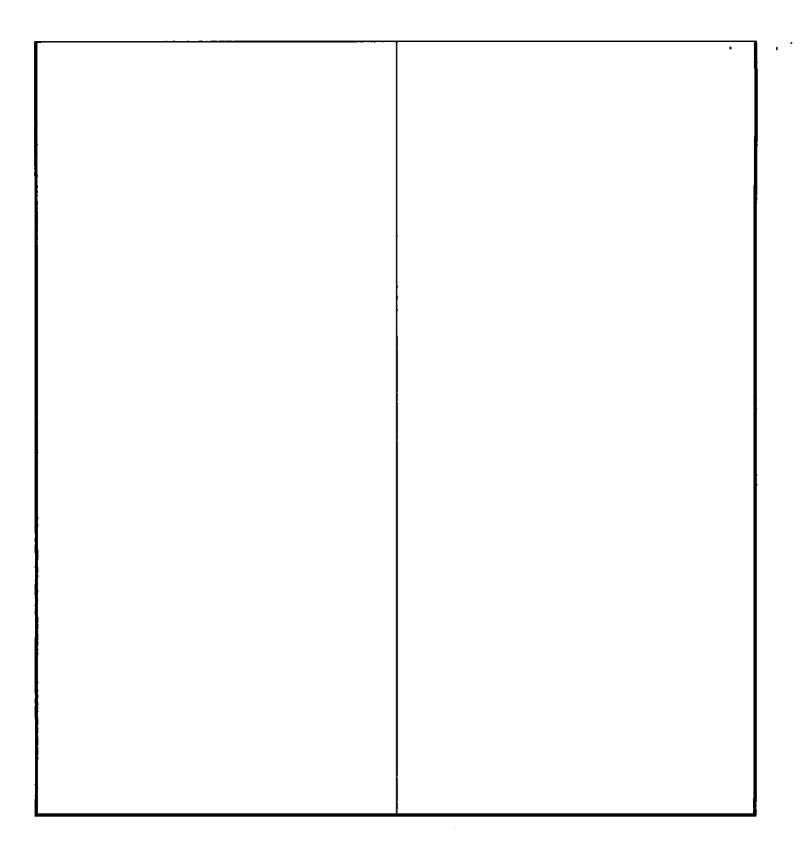
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| Telephone Number(s)                                                         | Hourly Rate/Salary |                  | Hourly Rate/Salary                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Hourly Rate/Salary |  | -prospect and identify upcoming reforms and<br>planning actions to be implemented by<br>governmental authorities;<br>-assist the TCMR in his contact with partners[<br>IMF, World Bank and ADB]; prepare documents<br>for technical discussion between DRCongo and his<br>bilateral and multilateral partners, and as well as<br>the Interministrial commissions in charge of<br>monitoring the Economic program |
|-----------------------------------------------------------------------------|--------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Starting/Present Job Title: Macroeconomic Expert                            | Suring             | Final            | -draft monthly report of monitoring and evaluation<br>of the Government Economic program;<br>-participate to discussions of macroeconomic<br>evolutions with Africa Department officials in<br>review missions in DRC;                                                                                                                                                                                                                       |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Supervisor: Christian Remy                                                  |                    |                  | -preparing seminars and worshops of the<br>popularization of the Government Economic<br>program                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Reason for Leaving: Recipient of Fulbright Scholarship                      | )                  | May We Co        | ntact? CX Yes 🗆 No                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                             | Dates I            | imployed         | Work Performed                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Employer; UNIVERSITY OF KINSHASA, DEP OF<br>ECONOMICS                       | From               | Fo               | Teach Mathematics(Intermediate Algebra and<br>CalculusI)- Freshman level; Inference Statistics-<br>Sophomore level;Basic Econometrics/Time series-<br>Junior level,Econometrics Lab Instruction<br>Econometric VIEWS Application for Quantative<br>Economics and Econometrics Concentration-Junior<br>level;Advanced;Advanced Econometrics – Senior<br>level;Quantitative Planning techniques for<br>Quantitative Economics and Econometrics |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Address: Kinshasa, Mont Amba, DRCongo                                       | 2000               | 2005             | Lead discussions in Senior Seminar of Quantitative<br>Economics                                                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                             | Hourly 8           | l<br>late/Salary |                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Telephone Number(s)                                                         |                    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Telephone Number(s)<br>Starting/Present Job Title: LECTURER OF<br>ECONOMICS | Starting           | Final            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Starting/Present Job Title: LECTURER OF                                     | Starting           | Final            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                  |

| DEGREE IN PROCESS GRADUATION BY MAY 2014 | MAJOR ADVISER - DR. JON P. REZEK           |
|------------------------------------------|--------------------------------------------|
| WORK TO BE COMPLETED PUBLIC DEFENSE      | ESTIMATED DATE FOR COMPLETION MAY 11, 2014 |
| INSTITUTIONMISSISSIPPI STATE UNIVERSITY  | LOCATION_MISSISSIPPI STATE, MS 39762-9580  |

Comments: Provide all explanations here. Include explanation(s) of any gaps in employment.



\_

NAME

POSITION:

DATE:

### Describe any specialized training, skills and extra-curricular activities.

Specialized courses in geospatial technologies: GIS, remote sensing, spatial statistics and spatial econometrics

Spatial statistics for Social Science; Project management

regional modeling and impact impacts analysis with IMPLAN, GAMS, and PI+

### Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

**Other Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experience.

Data Collection, Survey Design And Implementation, Focus Group, Statistical Analysis With Large Or Small Dataset, Econometric Modeling, Mapping And Spatial Modeling, Project Management, Project Design, Monitoring, And Evaluation, Program Assessment, Economic, Social, And Environment Impact Assessment

Proficiency in specialized statistical, econometric and geospatial packages such as SAS, STATA, SPSS, EVIEWS, LIMDEP, GEODA, AND ARCGIS

### SPECIALIZED SKILLS (Skills/Equipment Operated)

| <u>X</u> Mainframe  | <u>X</u> Spreadsheet     | Other (list)          |              |
|---------------------|--------------------------|-----------------------|--------------|
| <u> </u>            | <u>X</u> Word Processing | ARCGIS                | ERDAS/REMOTE |
| <u>X</u> Publishing |                          | PROJECT<br>MANAGEMENT | GEODA        |

Transcripts: I understand that I must furnish original certified copies of transcripts for all colleges and universities attended.

State any additional information you feel may be helpful to us in considering your application.

I explore and utilize various databases including the U.S. data system, for example, the database maintained by the Bureau of Economic Analysis, the U.S. Census, the Central Budget Office, the Federal Reserve Board, the Bureau of Labor Statistics, the Conference Board (the leading, coincident, or lagging indicators), as well as the Surveys of Consumers conducted by the University of Michigan (the Index of consumer sentiment, current economic conditions, and index of consumer expectations), the Institute for Supply Management Purchasing Managers' Index and the JPMorgan Global Manufacturing & Services Purchasing Managers' Index. This additional skill set provides a context and structure to the discussion of the subjects related to economic growth and development, business cycles, the best monetary indicators, the market direction, the global economic outlook and forecasting and others. I utilize the U.S. datasets, worldwide macroeconomic datasets, regional datasets, and country-level databases, especially the Penn World Tables (which present a comprehensive list of macroeconomic variables for many countries), the World Bank's World Development Indicators, the International Monetary Funds' Financial and Macroeconomic Statistics, the United Nations' National Accounts, the OECD Statistics, the Eurostat, the United Nations Conference on Trade and Development trade indicators, and the World Trade Organization International trade statistics.

Note to Applicants: DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

| 1. | Are you capable of performing in a reasonable manner, with or without a reasonable a  | ccommodation, | the |
|----|---------------------------------------------------------------------------------------|---------------|-----|
|    | activities involved in the job or occupation for which you have applied? X Yes        | No            |     |
| 2. | A review of the activities involved in the job or occupation sought was given to you? | X Yes         | _   |
| N  |                                                                                       |               |     |

### PERSONAL/PROFESSIONAL REFERENCES Do not include family members or past supervisors.

| Name                         | Phone Number | Best Time to Call | Occupation                                                                                         |
|------------------------------|--------------|-------------------|----------------------------------------------------------------------------------------------------|
| 1. Dr. Jon P. Rezek          | 662-325-1970 | 8:00a-5:00pm      | Associate Vice<br>President<br>International<br>Programsand<br>Associate Professor<br>of Economics |
| 2. Dr. Michael J. Highfield  | 662-325-1984 | 8:00a-5:00pm      | Department of<br>Finance and<br>Economics Head                                                     |
| 3. Dr. Claudia R. Williamson | 662-325-2342 | 8:00a-5:00pm      | Assistant<br>Professor of<br>Economics                                                             |

#### APPLICANT'S STATEMENT

### READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that answers given herein are true and complete.

I hereby understand and acknowledge that, unless otherwise defined by applicable law and/or policy, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Campus Chancellor or System President, subject to Board approval, as applicable.

I authorize Southern University or its designees to investigate all statements contained in this application as may be necessary in arriving at an employment decision. I also authorize and request any and all of my former employers and any other person, firm, or corporation to furnish any and all information requested by Southern University or its designees concerning my job performance, suitability for employment, educational verification, social security number verification, prior employment verification, professional license verification, motor vehicle driving records, criminal history, job qualifications, and personal background, and I hereby release each such employer or other person, firm, or corporation from any liability by reason of furnishing the requested information. In addition, if I should become employed at Southern University, I expressly authorize Southern University to release information about my job performance, job qualifications, and suitability for employment to any person who may request such information, and I expressly release Southern University from any liability for disclosing such information.

I understand that any misrepresentation or omission of fact contained in this application is cause for rejection or immediate dismissal if I should become employed. Finally, I understand that the completion of this employment application does not indicate that there are positions available and does not obligate the University to offer me a position, if positions were available.

All offers of employment are conditional, subject to satisfactory results of background investigation, reference checks, pre-employment alcohol and drug tests, and production of documents sufficient to demonstrate identity and authorization to work.

\_\_12\_\_/01\_/2013\_ Date

#### \_\_ONYUMBE E LUKONGO\_\_\_ Print Name

Chifamle E. Likonste

Signature of Applicant

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of this Campus and the Southern University System.

#### Warning to Applicants:

By your signature you are certifying that the information you have provided is truthful and complete. Falsification of information can result in denial or termination of employment.

<u>OPTIONAL</u>: Southern University requests the data below so we can comply with Federal Equal Employment Opportunity Law requirements. Providing the information is strictly voluntary and will in no way influence employment prospects.

| GEN | DER: | ETHNIC ORIGIN:     | RACE:    |                                |
|-----|------|--------------------|----------|--------------------------------|
| ⊐x  | Male | Hispanic or Latino | ∃ White  | American Indian/Alaskan Native |
|     |      |                    | XI Black | Asian/Pacific Islander         |

| Female | Non-Hispanic or Non Latino | 1 Hispanic | Other: | <br>_ |
|--------|----------------------------|------------|--------|-------|
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|        |                            |            |        |       |

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|------------------------------------------------------------------------|------------|-------------------|-----------------------------------------------------|--|
| Verifications: Reference                                               | s by:      | Criminal Backgrou | nd: Date:                                           |  |
| Source(s): Telephone                                                   | with       |                   | _ Written, received                                 |  |
| Work Schedule: Time<br>Comments:                                       | <u>.</u>   | D                 | ays                                                 |  |
| Checked by:                                                            | Date:      | Approve           | d:<br>Department Head's Signatu<br>nly************* |  |
| Exempt                                                                 | Non-exempt | Salary \$         | By:                                                 |  |

### USE THIS PAGE FOR ADDITIONAL COMMENTS/INFORMATION:

\* .

### 23557082



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U.S. Citizenship and Immigration Services

This card is not evidence of U.S. citizenship or permanent residence. This document is void if altered, and may be revoked by the U.S. Government. The person identified is authorized to work in the U.S. for the validity of this card.

FORM 1-766 Rev. (12-2010)

If found, drop in any US Mailbox. USPS: Mail to USCIS, PO Box 851488, Mesquite, TX 75185-1488

IAUSA1380935216SRC1490168220<< 7007189M1505317C0G<<<<<<<<<<< LUKONGO<<ONYUMBE<ENUMBE<<<<<<<

| UNITED STATES OF AMERIC      | A EMPLOYMENT AUTHORIZATION CARD                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| LUKONGO ONYUNDE E 18 JUL 10% | Surname<br>LUKONGO<br>Given Name<br>ONYUMBE E<br>USCIS# CategoryCard#                                                                  |
|                              | 138-093-521 C03B SRC1490168220<br>Country of Birth<br>Congo<br>Terms and Conditions                                                    |
| Cignin L. Librorg (4)        | Student: Post-Completion Opt Date of Birth Sex 18 JUL 1970 M Valid From: 06/01/14 Card Expires: 05/31/15 NOT VALID FOR REENTRY TO U.S. |

### **AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION**

I authorize the release of information concerning my employment at Mississippi State University.

902128283 MSU ID/Last 4 digits of SS Number Employee Signature Date

### Notary is required if signed outside of the Department of Human Resources Management State of Mississippi

County of OKfipben

Personally appeared before me, the undersigned authority in and for the said county and state, on this  $\underline{542}$  day of  $\underline{192}$  day of  $\underline{192}$ , within my jurisdiction, the within named  $\underline{0nullimbre E.Lukongo}$  who acknowledged that he/she executed the above and foregoing instrument as his/her own voluntary act.

| Witness my signature on this 54 | _day of _ | hay | <br>_, 20 <u>1/</u> . |
|---------------------------------|-----------|-----|-----------------------|
|                                 |           |     |                       |

Notai My Co

### **Please Return Form To:**

Human Resources Management Attn: Leslie Bolton Box 9603 Mississippi State, MS 39762



HUMAN RESOURCES P. O. Box 10400 Baton Rouge, LA 70813 (225) 771-2680 FAX (225) 771-5617 www.subr.edu/humanresources

### VERIFICATION OF FINGERPRINTS

As Of October 3, 2012

| TO:   | Louisiana State Police                            |
|-------|---------------------------------------------------|
|       | Bureau of Criminal Identification and Information |
|       |                                                   |
| FROM: | Mr. Lester A. Pourciau, System Fice President     |
|       | Office of Human Resources                         |

The following applicant is being considered for employment with Southern University System. Please sign this form verifying that the applicant completed the fingerprint process.

It is the applicant's responsibility to cover the cost of fingerprint submission requirements and pay \$10.00 fee in the form of a money order made payable to Louisiana State Police. The applicant must return this form to Human Resources within two (2) working days.

| PRINT NAME:            | ONYUMBE ENUMBE LUKONGO                     |
|------------------------|--------------------------------------------|
| SIGNATURE:             | Onhumber E. Likongo                        |
| POSITION APPLYING FOR: | Onyumber E. Dikongo<br>ASSISTANT PROFESSOR |
|                        | 1970 RACE: BLACK SEX: MALE                 |

HR Authorized Representative: Lester A. Pourciau, Sys V/P

The above individual has reported to the Louisiana State Police Bureau of Criminal Identification and Information and has been properly fingerprinted by this agency.

LT. Chityl S. Els

APR 2 4 20404

DATE:

Lt. Christopher S. Eskew, Criminal Records

THIS APPLICANT MAY BE HIRED CONTINGENT UPON CLEARANCE FROM THE BACKGRUND CHECK RESULTS. THE FAILURE OF APPLICANT TO RETURN THIS COMPLETED AND VERIFIED FORM IN THE TIME NOTED MAY MAKE THE APPLICANT INELIGIBLE FOR EMPLOYMENT.



HUMAN RESOURCES P. O. Box 10400 Baton Rouge, LA 70813

(225) 771-2680 FAX (225) 771-5617 www.subr.edu/humanresources

# AUTHORITY TO RELEASE INFORMATION

### PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

I consent to the release of information concerning my capacity and/or all aspects of prior job performance by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, personnel technicians, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment with the Southern University System.

EE. LUKONGO

Department

### ONYUMBE E. (BEN, preferred) LUKONGO, ABD CURRICULUM VITAE

### **Contact Information**

Mississippi State University Department of Finance and Economics P O BOX 9580 Mississippi State, MS 39762-9580 Cell phone: 662-312-4330 Fax: 662-325-1977 Email: 0126@msstate.edu

### Education

Ph.D. in Applied Economics, Mississippi State University, May 2014
 Dissertation: Agricultural sector performance and political disruption in Africa: A statistical and spatial investigation
 Dissertation Chair: Dr. Jon P. Rezek
 Professional Certificate in Geospatial(GIS) and Remote sensing technologies, Mississippi State University, Geosciences, January 2013

M.A. in Development Economics, Williams College, MA, June 2007

B.A. in Quantitative Economics, University of Kinshasa, Kinshasa, Congo D.R., June 2000

### **Employment History**

| 2008 – present : | Lecturer of Economics and Research Associate, Department of Finance and Economics, Mississippi State University                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2002 – 2005 :    | Senior Lecturer of Economics, Department of Economics, University of Kinshasa, D.R. Congo and Junior Researcher at the Economic and Social Research Studies Institute, University of Kinshasa |
| 2000 - 2001 :    | Lecturer of Economics, Department of Economics, University of Kinshasa, D.R. Congo                                                                                                            |
| 2007 – 2008 :    | Senior Research Analyst, Sterling International Group Inc., Washington, D.C.                                                                                                                  |
| 2003 – 2005 :    | National Macroeconomic Expert, United Nations Development Program and United Nations Department of Social and Economic Affairs, Kinshasa, D.R. Congo                                          |

### **Awards and Honors**

- Southern Economic Association Meetings, Graduate Student Cash award, Washington, D.C., November 19-21, 2011
- Southern Economic Association Meetings, Graduate Student Cash award, New Orleans, LA, November 16-18, 2012
- Williams College, Massachusetts, Fellowship, 2007
- United States of America, Department of State, Division of Education, Fulbright Scholarship, 2006-2007
- Valedictorian in Quantitative Economics, University of Kinshasa, 2000

### TEACHING

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### **Teaching Interests**

Production Economics, Principles of Economics, Intermediate Microeconomics and Macroeconomics, Statistics for Economics and Business, Labor Economics, Econometrics, Applied Macroeconomics, Geographic Information Systems for Economic Development, Economic Geography, Applied Macro and Micro econometrics, Spatial Data Analysis for Social Scientists, Applied Spatial Econometrics, Economic Growth, Productivity and Efficiency Analysis

### **Courses Taught**

### Mississippi State University, Spring 2011 - Fall 2013

Undergraduate: Principles of Microeconomics, Spring 2011, Fall 2011, Spring 2012, Fall 2012 Principles of Macroeconomics, Summer 2011, Summer 2012 Principles of Econometrics and Principles of Microeconomics (Invited Lecturer by Dr. Randy Campbell), April 9- April 18, Spring 2013 Principles of Macroeconomics, Summer I 2013, Principles of Econometrics and Principles of Microeconomics (Invited Lecturer by Dr. Randy Campbell), October 21-24, Fall 2013

### University of Kinshasa, Spring 2002 - Fall 2005

| Undergraduate : | Mathematics for Economists, Spring 2002, Summer 2002, Fall 2002 – Spring 2005, |
|-----------------|--------------------------------------------------------------------------------|
|                 | Summer 2005, Fall 2005                                                         |
|                 | Statistics for Economics and Business, Spring 2002, Summer 2002,               |
|                 | Fall 2002 - Spring 2005, Summer 2005, Fall 2005                                |
|                 | Principles of Econometrics, Spring 2002, Summer 2002, Fall 2002 – Spring 2005, |
|                 | Summer 2005, Fall 2005                                                         |

### **Student Advising**

Economic Advisor of Mississippi State University MBA Team Africa a consulting project on Sustainable Development Program to Tenke Fungurume Mining Services Provider, Fall 2013

### **Guest Lecturer**

Violence and Armed Conflict in Africa, International Institute, Mississippi State University, Ricks Lloyd, Room 14, November 14, 2013, 2:00-3:15 pm

### RESEARCH

### **Research Interests**

Production Economics, Economic Analysis of Goats and Cattle Grazing, Applied Microeconomics, Development Economics, Regional Economics, Applied Microeconomics and Macroeconomics, Economic Growth and Development, Productivity and Efficiency Analysis, Applied Microeconometrics, Applied Spatial Econometrics, Policy Impacts Analysis, Geographic Information Systems for Economic Development, Applied Statistics for Business and Economics

### Manuscript(s) under Review

•

The Effects of Political Disruption on Agricultural Productivity in Africa, Onyumbe Lukongo and Jon Rezek, paper submitted to the American Journal of Agricultural Economics, October 2013

### **Conference Presentations, Proceedings, and Other Publications**

Costs of the Legal Interest Rate Cap on Consumer Loans in Arkansas, Selected paper for presentation at the Association of Private Enterprise Education Annual Conference held in Las Vegas, Nevada, April 13-15, 2014

The Effects of Political Disruption on Agricultural Productivity in Africa, Selected paper for presentation at the Western Economic Association International, Political Disruption, Entrepreneurship and Development Session, 88<sup>th</sup> Annual Conference held in Seattle, Washington, June 28 – July 2, 2013

Estimating Economic Losses in Africa using the Synthetic Control Method, Selected paper for presentation at the 2012 Conference Graduate Students Session of the Southern Economic Association to be held in New Orleans, Louisiana, November 16-18, 2012

Testing and Dating Structural Breaks in African Agricultural Productivity and Efficiency, Missouri Valley Economic Association 49th Annual Meeting, Memphis, Tennessee, October 2012

A Statistical and Spatial Investigation of Personal Income Differences in Mississippi, Selected paper prepared for presentation at the Southern Economic Association 81th Annual Meetings, Washington, DC, November 19-21, 2011

The Effects of Conflict on Agricultural Productivity in Sub-Saharan Africa, 8<sup>th</sup> Midwest International Economic Development Conference, Madison, Wisconsin, April 15-16, 2011

Quantifying and Explaining Land Cover Change in the District of Goma, Democratic Republic of Congo: A Remote and GIS Approach, SEDAAG, Annual Meeting, Savannah, GA, November, 19-22, 2011

The Effects of Conflict on Agricultural Productivity in Sub-Saharan Africa, 2010, Missouri Valley Economic Association 47<sup>th</sup> Annual Meeting, Saint Louis, Missouri, October 2010

Recent Trends in Regional Unemployment Rates, *Economic Watch*, Vol.2, Issue 2, Second Quarter, 2010, College of Business, Mississippi State University

2010 Annual Economic Report for Mississippi prepared for Technology Resource Institute, Mississippi State University, rapport ordered by the Office of the Governor of Mississippi

Consumer Confidence in Mississippi, *Economic Watch*, Vol.3, Issue 2, Second Quarter, 2011, College of Business, Mississippi State University

### Short Term GIS Project

Mapping and Exploratory Spatial Data Analysis of Texas School Districts access to Arts Education under Spencer Foundation Grant 201200048 awarded to Dr. M Kathleen Thomas, Department of Finance and Economics, Mississippi State University

### Work in Progress

\_\_\_\_+ 1360

Costs of the Legal Interest Rate Cap on Consumer Loans in Arkansas, O. Lukongo and T. Miller

Economic Growth and Conflict in Africa: A Spatial Panel Perspective

The effects of entry bank regulation on bank competition: the case of the Congolese banking industry

Foreign entry and ownership on the Congolese domestic banking industry

Productivity and efficiency analysis of the Congolese banking industry Performance

Testing for Endogeneity in Economic Growth and Armed Conflict in Africa: An Empirical Perspective

Investigating Spatial Dependence and Spillover in Agricultural Productivity in Africa

Estimating and Dating Structural Breaks in African Agricultural Productivity, O. Lukongo and L. Peterson

Estimating Per Capita Income Losses in Africa Using the Synthetic Control Method

A Statistical and Spatial Investigation of Personal Income Differences in Mississippi

Accessibility and Job Opportunities for Mississippi Residents: A Public Use Microdata Area Perspective

Analyzing Unemployment in Mississippi at Census Block level: A GIS-Spatial Econometric View

Investigating Spatial Dependence and Spatial Spillovers in Per Capita Income in Africa

Evaluating the Economic Impact of the Delta Regional Authority in the Mississippi Delta Region Using the Synthetic Control Method

Firm Productivity, Economic Growth and Political Disruption in Africa, O. Lukongo and Jon Rezek

Assessing Firm Productivity in Africa: A stochastic frontier analysis, O. Lukongo and Jon Rezek

### **PROFESSIONAL SERVICE**

#### Session Discussant

Missouri Valley Economic Conference, 2010 (1) Missouri Valley Economic Conference, 2012 (1)

#### **Professional Memberships**

American Economic Association Southern Economic Association Missouri Valley Economic Association Midwest International Development Association Omicron Delta Epsilon International Honor Society in Economics Southeastern Division of Association of American Geographers

### REFERENCES

.~

Dr. Jon P. Rezek, Interim Associate Vice President International Programs, Director of International Business and Associate Professor of Economics, Mississippi State University; Email: jpr40@msstate.edu, Phone: 662-325-1970

Dr. Michael J. Highfield, Department of Finance and Economics, Chairperson, Mississippi State University, Email: <u>m.highfield@msstate.edu</u>; Phone: 662-325-1984

Dr. Claudia R. Williamson, Assistant Professor of Economics, Mississippi State University, Email: <u>Claudia.williamson@msstate.edu</u>; Phone: 662-.325-2342

| <u> </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1                                                                                                                                                                                                         |                                                                                                                                                                                                                                   |                                                                                              | Bo                                                                                                                  |                                                |                                    |                                          |          |          |
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| Tenured                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Undergradu                                                                                                                                                                                                | ate Student                                                                                                                                                                                                                       |                                                                                              | JOD                                                                                                                 | Appo                                           | lintme                             | ent                                      |          |          |
| Tenured Track           X         Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Graduate As Creative Retiree Returns                                                                                                                                                                      | isistant<br>Irn To Work                                                                                                                                                                                                           |                                                                                              | Pro<br>Per                                                                                                          | manei                                          | nary<br>nt Stai                    | tus                                      |          |          |
| Previous Employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u> </u>                                                                                                                                                                                                  |                                                                                                                                                                                                                                   |                                                                                              |                                                                                                                     |                                                |                                    |                                          |          |          |
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| Length of Employment <u>Janua</u><br>Effective Date <u>July 1, 2013</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Profile of Perso<br>ry 1, 2014                                                                                                                                                                            |                                                                                                                                                                                                                                   | <u>ed</u><br>To <u>June 30</u> ,                                                             | 2014                                                                                                                |                                                |                                    |                                          |          |          |
| Name <u>Wanda H. Burke, PhD</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                           |                                                                                                                                                                                                                                   |                                                                                              | x                                                                                                                   | F                                              | I                                  | Race*                                    |          | B        |
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| New Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | prization form must be pro                                                                                                                                                                                | cessed and annroved to                                                                                                                                                                                                            | Expiratio<br>fill                                                                            | n Date                                                                                                              | :                                              |                                    |                                          | <b>.</b> |          |
| existing and new position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ns. Position must be advertis                                                                                                                                                                             | sed before processing PAF                                                                                                                                                                                                         | , if                                                                                         |                                                                                                                     |                                                |                                    |                                          |          |          |
| applicable.)<br>Years Experience 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                           | Southern Unive                                                                                                                                                                                                                    | rsity Experienc                                                                              | e 1(                                                                                                                | D                                              |                                    |                                          |          |          |
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| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                           |                                                                                                                                                                                                                                   |                                                                                              |                                                                                                                     |                                                |                                    | ear:                                     |          |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | nsion Mis                                                                                                                                                                                                 | sissippi State Univers                                                                                                                                                                                                            | ity                                                                                          |                                                                                                                     |                                                | _20                                | 000                                      |          | <u> </u> |
| Secondary Educatio                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | n <u>Alc</u>                                                                                                                                                                                              | sissippi State Universion State University                                                                                                                                                                                        | sity                                                                                         |                                                                                                                     |                                                | <u>20</u><br>19                    | 000<br>993                               |          | <u>.</u> |
| Secondary Educatio<br>Home Economics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Alc Alc                                                                                                                                                                                                   | sissippi State Universion<br>orn State University<br>orn State University                                                                                                                                                         | sity                                                                                         |                                                                                                                     |                                                | <u>20</u><br>19                    | 000                                      |          |          |
| Secondary Educatio<br>Home Economics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ter Alc                                                                                                                                                                                                   | sissippi State Universion State University                                                                                                                                                                                        | sity                                                                                         |                                                                                                                     |                                                | <u>20</u><br>19                    | 000<br>993                               |          |          |
| Secondary Educatio<br>Home Economics<br>Current Employer <u>S U Ag Cen</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | n <u>Alc</u><br>ter<br><u>Pers</u><br>ment Continua                                                                                                                                                       | sissippi State University<br>orn State University<br>orn State University<br>sonnel Action                                                                                                                                        | ical                                                                                         |                                                                                                                     |                                                | 20<br>19<br>19                     | 000<br>993<br>984                        |          |          |
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| Secondary Educatio<br>Home Economics<br>Current Employer <u>S U Ag Cen</u><br>Check One <u>New Appoints</u><br>Transfer<br>Recommended Salary <u>\$87,740.</u>                                                                                                                                                                                                                                                                                                                                                                                   | n Alc<br>Alc<br>ter<br><u>Per</u><br>ment Continua<br>Replacen                                                                                                                                            | sissippi State University<br>orn State University<br>sonnel Action<br>tion Sabbat<br>nent X Other (                                                                                                                               | ical<br>(Specify) <u>Ac</u>                                                                  | Idition                                                                                                             | La<br>al Res                                   | 20<br>19<br>19                     | 000<br>993<br>984                        |          |          |
| Secondary Educatio<br>Home Economics<br>Current Employer <u>S U Ag Cen</u><br>Check One <u>New Appoints</u><br>Transfer<br>Recommended Salary <u>\$87,740.</u><br>Source of Funds <u>Teen Leaders</u>                                                                                                                                                                                                                                                                                                                                            | n Alc<br>Alc<br>ter<br>ment Continua<br>Meplacen<br>00<br>hip Community of Prac                                                                                                                           | sissippi State University<br>orn State University<br>sonnel Action<br>tion Sabbat<br>nent X Other (                                                                                                                               | ical<br>(Specify) <u>Ac</u>                                                                  | Iditiona<br>S87,740                                                                                                 | La<br>al Res                                   | 20<br>19<br>19                     | 000<br>993<br>984                        |          |          |
| Secondary Educatio<br>Home Economics<br>Current Employer <u>S U Ag Cen</u><br>Check One <u>New Appoints</u><br>Transfer<br>Recommended Salary <u>\$87,740.</u><br>Source of Funds <u>Teen Leaders</u><br>Identify Budget: <u>Form Code</u> :                                                                                                                                                                                                                                                                                                     | n Alc<br>Alc<br>ter<br><u>Per</u><br>ment Continua<br>Replacen                                                                                                                                            | sissippi State University<br>orn State University<br>sonnel Action<br>tion Sabbat<br>tent X Other (<br>Salary<br>ctice                                                                                                            | ical<br>Specify) <u>Ac</u><br>Budgeted <u>S</u>                                              | Iditiona<br>S87,740                                                                                                 | La<br>al Res<br>.00<br>                        | 20<br>19<br>19                     | 000<br>993<br>984                        |          |          |
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| This information is requested solely for the purpose of determining com | pliance with Federal Civil Rights Laws and |
|-------------------------------------------------------------------------|--------------------------------------------|
| does not affect employment consideration.                               |                                            |

|     | ETHNIC ORGIN (Please check one):                                                                                                                                                                                                                             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Hispanic or Latino Non-Hispanic or Non-Latino                                                                                                                                                                                                                |
|     | RACE (Please check all that apply):                                                                                                                                                                                                                          |
|     | White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.                                                                                                                            |
| x   | Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.                                                                                                                                                          |
|     | Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.                                                                                                                      |
|     | Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|     | American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.                                                  |
| СОМ | MENTS:                                                                                                                                                                                                                                                       |

Reallocation of funding source from January 1, 2013 to June 30, 2014.

| EMPLOYEE REGUL  | AR WORK SCHEDULE:          | 8:00 am – 5:00 pm M-F and as needed after 5pm and weekends |            |  |  |
|-----------------|----------------------------|------------------------------------------------------------|------------|--|--|
| EMPLOYEE DIRECT | Γ SUPERVISOR:              | Leodrey Williams, Chancellor                               |            |  |  |
| NUMBER OF EMPLO | OYEES SUPERVISED, (if any) |                                                            |            |  |  |
| HR USE ONLY:    | STATUS (circle one):       | EXEMPT                                                     | NON-EXEMPT |  |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

### CLASS OF EMPLOYMENT (VISA STATUS):

| TYPE                                                          | CODE       | <b>EXPIRES</b> |
|---------------------------------------------------------------|------------|----------------|
| United States Citizen/Certificate of Naturalization           | US         |                |
| Resident Alien                                                | RA         |                |
| H-1 Visa (Distinguished Merit & Ability)                      | H1         |                |
| J-1 Visa (Exchange Visitor Program)                           | <b>J</b> 1 |                |
| F-1 Visa (Student Emp. FT Student at S.U.)                    | F1         |                |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience") | FO         |                |

### Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
  - Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
  - Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
  - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor) Exemptions Survey Form (signed by employee and budget head)
  - Proposed Employee Appointment
  - Proposed Employee Clearance
  - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

### Linking Citizens of Louisiana with Opportunities for Success



Office of the Chancellor Ashford O. Williams Hall P. O. Box 10010 Baton Rouge, LA 70813 (225) 771-2242 (225) 771-4369 Fax www.suagcenter.com

March 25, 2014

To: Mr. Lester Pourciau Vice President of Human Resources Southern University System

Dear Mr. Pouchiau

Please allow this letter to serve as justification for the additional compensation of \$12,660 for Dr. Wanda H. Burke, Director of Southwest Center & Youth Development Specialist. Since 2012, Dr. Burke has served as the principle investigator of the project entitled "Louisiana Communities Broadband Grant Program (Building Digital Communities in Rural Louisiana)," which is funded by a Cooperative Endeavor Agreement between the SU Ag Center and the Louisiana Division of Administration-Information Technology Office. The agreement expires June 30, 2014.

As Principle Investigator, Dr. Burke is required to work after hours and weekends to perform tasks as delineated in the grant. These extra duties are deemed to be over and beyond her regular scope of work; thus we are requesting approval for this overload pay.

Thanks for your consideration of this request and we await your response.

Sincerely,

(Dillian)

| CAL ID                                                                                                                                                                   |                                                                                                                                               |                                                                                                                     |                                                                               |                                 | ERSITY S<br>action Form                                                                                                                         | POS                                                                                                         | TEM<br>SITION<br>MBER | 6                              | M                                                             | 9                    | 9                 | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| CAMPUS: S                                                                                                                                                                | SUS                                                                                                                                           | SUBR                                                                                                                | SULA                                                                          | C                               | SUAREC                                                                                                                                          | x                                                                                                           |                       | SUNO                           |                                                               |                      | SUSI              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| EMPLOYME                                                                                                                                                                 | NT CATEO                                                                                                                                      | GORY: 9                                                                                                             | D-MONTH _                                                                     | 12-N                            | IONTH                                                                                                                                           | C                                                                                                           | THER                  |                                | _ (Spe                                                        | cify)                |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                                                                                                                                                          | nporary<br>ured                                                                                                                               | <u></u>                                                                                                             |                                                                               | e (<br>aduate Stu               | <u>%</u> of Full Tin<br>Ident                                                                                                                   | me)                                                                                                         |                       |                                | stricte<br>b Appo                                             |                      | nt                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| X Oth                                                                                                                                                                    | er (Specify)                                                                                                                                  | )                                                                                                                   | Retiree                                                                       | Return To                       | Work                                                                                                                                            |                                                                                                             |                       | Pe                             | rmane                                                         | nt Sta               | tus               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Date Left                                                                                                                                                                |                                                                                                                                               |                                                                                                                     |                                                                               |                                 |                                                                                                                                                 | alary I                                                                                                     | Paid                  |                                |                                                               |                      |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Length of Em                                                                                                                                                             |                                                                                                                                               | July 1, 201                                                                                                         |                                                                               |                                 |                                                                                                                                                 |                                                                                                             | June/3                | 0, 2014                        |                                                               |                      |                   | <u></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Effective Date                                                                                                                                                           | e <u>July 1,</u> 2                                                                                                                            | 2013                                                                                                                |                                                                               |                                 | Co all le                                                                                                                                       | 13                                                                                                          | -   12                | ()                             | 26                                                            | IN                   | 1 100             | Contraction of the local division of the loc |
| Name Wan                                                                                                                                                                 | da H. Burk                                                                                                                                    | e, PhD                                                                                                              |                                                                               | SS#                             | S000196<br>XXX-XX-9370                                                                                                                          | 97<br>)                                                                                                     | $-/(\mathbb{D})$      | Sex                            | F                                                             |                      | Race*             | <u>[</u> []                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Position Title:                                                                                                                                                          | Youth l                                                                                                                                       | Development                                                                                                         | Specialist                                                                    |                                 | Departm                                                                                                                                         | ient:                                                                                                       | SUAR                  | EU                             |                                                               | . <u>-</u>           | _///              | #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Check One                                                                                                                                                                | <u> </u>                                                                                                                                      | ting Position                                                                                                       |                                                                               |                                 | *Visa T                                                                                                                                         | ype (S                                                                                                      | ee Reve               | rse Side                       | e):                                                           | <b>~⊎</b> ~_         | s.                | $\mathcal{D}$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| _                                                                                                                                                                        |                                                                                                                                               | Position                                                                                                            |                                                                               |                                 |                                                                                                                                                 |                                                                                                             | Expirat               | ion Da                         | te:                                                           | ····                 |                   | [                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| -                                                                                                                                                                        | (Position vace<br>existing and p                                                                                                              | ancy authorizations. Positions. Po                                                                                  | on form must be<br>sition must be ad                                          | vertised befor                  | re processing PAI                                                                                                                               | F. if                                                                                                       | 1                     |                                |                                                               | · · · · · ·          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                          | applicable.)                                                                                                                                  | ten positionen i e                                                                                                  |                                                                               |                                 | Southern Unive                                                                                                                                  |                                                                                                             | Fynaria               |                                | <sup>7</sup> C                                                |                      | N/2               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Years Experie<br>Degree(s):                                                                                                                                              |                                                                                                                                               | pline (BA-Edu                                                                                                       | cation):                                                                      | Institution                     | /Location (SU                                                                                                                                   | -Baton                                                                                                      | n Rouge)              |                                | <u></u>                                                       | Y                    | 'ear:             | <del>] </del>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                          |                                                                                                                                               | e & Extension                                                                                                       |                                                                               | Mississipp                      | i State Univer                                                                                                                                  |                                                                                                             |                       | ,<br>,                         | NOV-                                                          | - 12                 | 000               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                          | Secondary                                                                                                                                     |                                                                                                                     |                                                                               |                                 | ate University                                                                                                                                  |                                                                                                             | —— <u>  </u>          |                                |                                                               |                      | 996"])<br>984     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Check One                                                                                                                                                                | New<br>Tran<br>ed Salary<br>nds Broa                                                                                                          | Appointment<br>nsfer<br>\$12,600.00<br>adband                                                                       | t Cont<br>Repla                                                               | Personne<br>inuation<br>acement | el Action<br>Sahbar<br>X Other                                                                                                                  | (Speci<br>Budg                                                                                              |                       | _\$12,6(<br>n _\$              | 0.00                                                          | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One                                                                                                                                                                | New<br>Tran<br>ed Salary<br>nds Broa                                                                                                          | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | -<br>t Cont                                                                   | Personne<br>inuation<br>acement | el Action<br>Sahbar<br>X Other                                                                                                                  | (Speci<br>Budg                                                                                              | eted                  | \$12,60                        | 0.00                                                          | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One                                                                                                                                                                | New<br>Tran<br>d Salary<br>nds <u>Broa</u><br>Identify Bu                                                                                     | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | t Cont<br>Repla                                                               | Personne<br>inuation<br>acement | el Action<br>Sahbar<br>X Other<br>Salary                                                                                                        | (Speci<br>Budg                                                                                              | eted                  | _\$12,6(<br>n _\$              | 0.00                                                          | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur<br>Change of:                                                                                                                   | New<br>Tran<br>d Salary<br>nds <u>Broa</u><br>Identify Bu                                                                                     | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | t Cont<br>Repla                                                               | Personne<br>inuation<br>acement | el Action<br>Sahbar<br>X Other<br>Salary                                                                                                        | (Speci<br>Budg                                                                                              | eted                  | _\$12,6(<br>n _\$              | 0.00<br>0.00                                                  | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur                                                                                                                                 | New<br>Tran<br>d Salary<br>nds <u>Broa</u><br>Identify Bu                                                                                     | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | t Cont<br>Repla                                                               | Personne<br>inuation<br>acement | el Action<br>Sahbar<br>X Other<br>Salary                                                                                                        | (Speci<br>Budg                                                                                              | eted                  | _\$12,6(<br>n _\$              | 0.00<br>0.00                                                  | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur<br>Change of:<br>Position                                                                                                       | New<br>Tran<br>d Salary<br><br>nds <u>Broa</u><br>Identify Bu<br>Form Code                                                                    | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | Cont<br>Cont<br>Repla                                                         | Personn<br>inuation<br>acement  | el Action<br>Sahbar<br>X Other<br>Salary<br>Page _                                                                                              | (Speci<br>Budg                                                                                              | eted<br>Locatio       | _\$12,6(<br>n _\$              | 0.00<br>0.00                                                  | eave (               | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur<br>Change of:<br>Position<br>Status<br>Salary Adjus                                                                             | New<br>Tran<br>d Salary<br>nds <u>Broa</u><br>Identify Bu<br>Form Code                                                                        | Appointment<br>nsfer<br><u>\$12,600.00</u><br>adband<br>udget: <u>625(</u><br>e:                                    | E Cont<br>Repla<br>013 63050 6300<br><br>From<br><br>Financia                 | Personn<br>inuation<br>acement  | el Action<br>Sahbar<br>X Other<br>Salary                                                                                                        | (Speci<br>Budg                                                                                              | eted<br>Locatio       | \$12,60<br>n <u>\$</u><br>Iten | 0.00                                                          | eave (<br>ponsi      | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur<br>Change of:<br>Position<br>Status<br>Salary Adjus                                                                             | New<br>Tran<br>ed Salary<br>nds <u>Broa</u><br>Identify Bu<br>Form Code<br>tment<br>tment                                                     | Appointment<br>asfer<br>\$12,600.00<br>adband<br>udget: <u>625</u> 0                                                | E Cont<br>Repla<br>013 63050 6300<br><br>From<br><br>Financia                 | Personn<br>inuation<br>acement  | el Action<br>Sabbat<br>X Other<br>Salary<br>Page<br>ture (if, applic                                                                            | (Speci<br>Budg<br>able):                                                                                    | eted<br>Locatio       | \$12,60<br>n <u>\$</u><br>Iten | 00.00                                                         | eave (<br>ponsi      | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Check One<br>Recommende<br>Source of Fur<br>Change of:<br>Position<br>Status<br>Salary Adjus<br>List <u>total fun</u><br>Southern Un<br>*See Reverse                     | New<br>Tran<br>d Salary<br>nds <u>Broa</u><br>Identify Bu<br>Form Code<br>tment<br>tment<br>iversity:<br>Side                                 | Appointment<br>nsfer<br><u>\$12,600.00</u><br>adband<br>udget: <u>625(</u><br>e:<br>y paid this em                  | E Cont<br>Repla<br>013 63050 6300<br><br>From<br><br>Financia                 | Personn<br>inuation<br>acement  | el Action<br>Sabbat<br>X Other<br>Salary<br>Page<br>ture (if, applic<br>ce of Funds                                                             | (Speci<br>Budg<br>able):                                                                                    | eted<br>Locatio       | \$12,60<br>n <u>\$</u><br>Iten | 0.00                                                          | eave (<br>ponsi      | of Abs            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| This information is requested solely for the purpose of determining compliance with Federal Civil Rights, Laws a | Ind |
|------------------------------------------------------------------------------------------------------------------|-----|
| does not affect employment consideration.                                                                        |     |

|          | ETHNIC ORGIN (Please check one):                                                                            |                                                                                                                                                        |
|----------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Hispanic or Latino                                                                                          | Non-Hispanic or Non-Latino                                                                                                                             |
|          | RACE (Please check all that apply):                                                                         |                                                                                                                                                        |
|          | White, not of Hispanic origin. A person having origi                                                        | ns in any of the original people of Europe, North Africa, or the Middle East.                                                                          |
| <u>x</u> | Black. not of Hispanic Origin. A person having                                                              | origins in any of the Black racial groups of Africa.                                                                                                   |
|          | Hispanic. A person of Mexican, Puerto Rican, Cu<br>regardless of race.                                      | uban, Central or South American, or other Spanish culture or origins,                                                                                  |
|          |                                                                                                             | in any of the original peoples of the Far East, Southeast Asia, the Indian<br>es, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
|          | American Indian or Alaskan Native. A person ha maintains cultural identification through tribal affiliation | wing origins in any of the original peoples of North American, and who<br>ion or community recognition.                                                |
|          | MENTS:<br>ional Duties                                                                                      |                                                                                                                                                        |

| EMPLOYEE REGUL  | AR WORK SCHEDULE:          | 8:00 am - 5:00 pm M-F and as needed after 5pm and weekends |            |  |  |
|-----------------|----------------------------|------------------------------------------------------------|------------|--|--|
| EMPLOYEE DIRECT | SUPERVISOR:                | Leodrey Williams, Chancellor                               |            |  |  |
| NUMBER OF EMPLO | OYEES SUPERVISED, (if any) |                                                            |            |  |  |
| HR USE ONLY:    | STATUS (circle one):       | EXEMPT                                                     | NON-EXEMPT |  |  |

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

# Documentation must be provided for review and approval by Human Resources before employment is offered.

| CLASS OF EMPLOYMENT (VISA STATUS):                                    | a a far an |
|-----------------------------------------------------------------------|------------------------------------------------|
| TYPE                                                                  | <u>CODE</u>                                    |
| United States Citizen/Certificate of Naturalization<br>Resident Alien | US M. Anim 11-1-13                             |
| H-1 Visa (Distinguished Merit & Ability)                              | HI                                             |
| J-1 Visa (Exchange Visitor Program)                                   | J1                                             |
| F-1 Visa (Student Emp. FT Student at S.U.)                            | F1                                             |
| OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience"          | ) F0                                           |

### Do <u>Not</u> Write Below This Area <u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

"Linking Citizens of Louisiana with Opportunities for Success"



Southern University and A&M College System AGRICULTURAL REAEARCH AND EXTENSION CENTER Southwest Center For Rural initiatives 232 S. Liberty Street P. O. Box 730 Opelousas, LA 70571-0730 (337) 943-2410 (337) 943-2413 Fax www.suagcenter.com

November 1, 2013

Lester Pourciau Office of Human Resources 1<sup>st</sup> Floor, J. S. Clark Hall Annex Southern University and A&M College Baton Rouge, LA 70813

Dear Mr. Pourciau,

This letter serves as justification for the delayed submittal of my Personnel Action Form (PAF). I received verbal approval of the Louisiana Communities Broadband Grant Program's (*Building Digital Communities in Rural Louisiana*) budget from David Moore on August 22, 2013. However written approval of the budget revisions weren't received from the State of Louisiana, Division of Administration, Office of Information Services until October 23, 2013.

Should you have any questions, please feel free to contact me at 225-771-2242.

Sincerely. Wanda H. Burke

Director, SCRI

Approval: eodrey Williams, Chancellor



FINAMCE DEPARTMENT AG. RESEARCH 2013 OCT 35 PH 2: 39

SOUTHER

The Southern University Agricultural Research and Extension Center is a statewide campus of the Southern University System and provides equal opportunities in programs and employment. Southern University and A & M College, Louisiona partsh governing bodies, Louisiona State University, and Unites States Department of Agriculture cooperating.