

## ACADEMIC AFFAIRS

### **Hiring Full-Time Unclassified Personnel**

#### **Hiring a New Regular Full-Time Faculty Member**

The process of hiring a new regular full-time faculty member (not adjunct or part-time) falls into three stages: creation of the position; advertising and search; and appointment.

##### *Creation of the Position*

The Department Head writes a letter to the Dean of the college seeking approval to create a new faculty position or to fill an existing position that has been vacated. The request includes the rank, salary, and funding source for the position. Except in rare circumstances, hiring a new faculty member requires that a vacant line already exists into which the faculty member can be hired. After approving the request, the Dean in turn seeks approval of the Provost and Academic Vice President (or other relevant VP, if other than a teaching appointment), who verifies with the Vice President of Administration and Finance that funds are available in the budgeted position. The Provost and Academic Vice President has final approval on all faculty positions; non-faculty positions must also be approved by the University President. An EEO number is then assigned by the EEO Officer, who sends to the Department Head the EEO Checklist for Hiring Faculty which outlines the major steps in the hiring process (copy following).

##### *Advertising and Search*

The Department Head writes a letter to the Dean of the college seeking approval to advertise the new position. The text and cost of the proposed advertisement should be included with the letter. The Department Head should also include with the letter an Academic Vacancy Announcement. (A sample Vacancy Announcement follows.) The Academic Vacancy Announcement must include the qualifications required for filling the position, in accordance with the Faculty Teaching Qualifications table for the College. The request to advertise and the Vacancy Announcement must be approved by the Dean, Provost and Academic Vice President and EEO Officer before the advertisement can be placed.

The EEO Officer sends a copy of the vacancy notice to Human Resources, the Office for Campus Diversity, Career Services, the Louisiana Workforce Commission, the originating office, the department head and the Vice President for the area in which the position is housed. An electronic copy of the notice is sent to the EEO office along with a notation of the number of days it is to be posted on the University website. The electronic copy is then forwarded to Human Resources so that it may be uploaded to the University website. Actual placement of the vacancy advertisement in journals, newspapers, and other off-campus vehicles is the responsibility of the Department with the vacancy.

Once the advertisement is placed, the Department should appoint a search or QSN committee to conduct the search.

During the search process, the Department Head should regularly send to the EEO Officer a list of applicants and their email addresses or a set of labels with their names and home addresses.

The Department Head must also obtain written approval of the Dean, and the Provost and Academic Vice President, should the Department wish to invite a candidate to campus for an interview. The interview request should include expenses that will be incurred in the interview (e.g., travel, candidate's meals, etc.). If a candidate is traveling from outside the continental United States, the University of Louisiana System staff must approve the request as well. Generally, only the top-ranked candidate may be brought to campus, unless otherwise approved. Additionally, a candidate's name must be listed in the EEO Officer's applicant pool before approval to interview can be granted.

When the Department closes the search and ceases accepting applications, it should send a list of all applicants (names only) to the EEO Officer for approval of the applicant pool.

#### *Appointment*

Once the Department Head has decided to recommend a particular candidate for the position, the Head writes a letter to the Dean seeking approval to hire the candidate. The letter should include the recommended rank, salary, and tenure probation period (if appropriate) of the candidate, as well as the candidate's CV. If the Dean, Provost and Academic Vice President approve, the Head can offer the position to the candidate.

Actual appointment of the new faculty member is effected using an Appointment Form for Unclassified Personnel. It defines the conditions of hiring (e.g., rank, salary, length of tenure track, first semester teaching load, etc.) and has precedence over any other verbal agreement or written correspondence between the Head and the new faculty member. It is, therefore, critical that it be completed correctly. It must include the faculty member's academic qualifications and work experience, as well as a list of the faculty member's teaching load for his/her initial semester and the ISIS enrollment data (from CS SECTMNT screen). A sample completed Appointment Form follows, along with more detailed instructions for completing it.

An Appointment Form necessarily requires numerous signatures and takes about two weeks to be fully processed; it follows the following routing process:

Department → Dean → EEO Officer → Academic Planning and Faculty Development → Provost and VP Academic Affairs (or other appropriate VP) (for distribution of copies to all signatories and the Business Office)

Once the faculty member's appointment is processed, the EEO Officer will send to the Department Head an EEO Report Form for Category Full-Time Faculty or Unclassified Staff for completion. A copy of that form is located in Section II of this Handbook.

The EEO Officer ensures that the appointment meets all EEO requirements and that the hiree's academic credentials match the stipulations of the Vacancy Announcement. A

new faculty member must have his/her graduate institution(s) submit to the Office of Academic Planning and Faculty Development a current official transcript of all work completed and degrees earned. (The transcript must come directly from the issuing institution.) The Office of Academic Planning and Faculty Development has available a request form that faculty can use for this purpose. If a Department Head wishes, he/she may contact the graduate-degree-granting institution directly by phone and complete the Telephone Confirmation of Faculty Credentials form, also available through the Office of Academic Planning and Faculty Development. In all cases, however, the University must maintain on file an official transcript for all faculty, so the telephone confirmation does not remove this accreditation requirement. Copies of the Transcript Request form and the Telephone Confirmation of Faculty Credentials form follow. In addition, a new faculty member must submit a copy of all certifications, licenses and other credentials required for the position. These documents will be filed electronically in the Office of Academic Planning and Faculty Development.

### **Hiring a New Regular Full-Time Unclassified Staff Employee**

The process of hiring an unclassified staff employee, including an administrator, is very similar to the process of hiring a new faculty member described above. The differences between the two processes are briefly explained below.

#### *Creation of the Position*

The head of the area wishing to create a new position or fill an existing one that is vacant must write a letter to his/her immediate supervisor seeking approval to do so. The routing of this request is the same as for a faculty position, except that approval by the President is required and the President's office must also forward the request to the University of Louisiana System office for its approval. Additionally, once approval to hire is granted, the EEO Officer will send to the area head a Checklist for Hiring Unclassified Staff, a slightly modified version of the faculty checklist.

#### *Advertising and Search*

The request to advertise and the actual search process are generally the same as for faculty vacancies, with a few exceptions. First, the Staff Vacancy Announcement (copy following) should be used to post the vacancy. The Staff Vacancy Announcement must include the minimum qualifications for holding the position, including the requisite academic degree. Second, in the letter requesting permission to advertise, the head of the area doing the hiring should indicate the scope of the search, whether it be a campus search, a local search, a statewide search, etc.

#### *Appointment*

Again, the process for actually hiring the unclassified staff employee is similar to hiring a faculty member. As is the case with a faculty position hire, the EEO Officer ensures that the appointment meets all EEO requirements and that the hiree's academic credentials match the stipulations of the Vacancy Announcement. The principal difference is that the

final approval for the unclassified staff hiring must be granted by the Board of Supervisors for the University of Louisiana System. The request to hire must therefore be submitted before the agenda deadline for the Board's next meeting. Additionally, the certification of academic credentials is not required for unclassified staff, unless teaching will be part of their assigned duties.

## **EEO Checklist for Hiring Faculty**

### **UL LAFAYETTE'S EEO CHECKLIST FOR HIRING FACULTY**

**NOTE: EEO NUMBER IS REQUIRED ON ALL CORRESPONDENCE**

Department \_\_\_\_\_ Anticipated Appointment Date \_\_\_\_\_

Position \_\_\_\_\_ New/Replacement For \_\_\_\_\_

Tenure Track/Non-Tenure Track \_\_\_\_\_ Temporary/Continuing \_\_\_\_\_

EEO No. \_\_\_\_\_ Salary Range \$ \_\_\_\_\_ Rank \_\_\_\_\_  
\*\*\*\*\*

- 1. Department Head requests position.
- 2. Dean recommends to Vice President.
- 3. Position, rank and salary approved by Vice President and President.
- 4. EEO Number assigned \_\_\_\_\_ (**required on all correspondence**).
- 5. **Vacancy announcement approved** by Dean, Vice President, and EEO Officer. If this vacancy is to be posted on the UL web page, please send your approved e-file to [duke@louisiana.edu](mailto:duke@louisiana.edu) for posting.
- 6. **Labels with Names and Addresses** (preferably home addresses) of all applicants sent to EEO Officer, as well as with a hard copy, as they are received. You are urged to send additional applicant names/addresses in on a weekly basis while applications are still being accepted. (See page two for format).
- 7. During the interview process (in person or by phone) the attached information from University Police **must be provided** to the applicants in compliance with the Federal 1998 Clery Act.
- 8. After closing date for applications to be received, a **list of names only** of all applicants must be sent to the EEO Officer for **approval of applicant pool**.
- 9. Dean receives ranked listing of top three candidates from Department Head.
- 10. When Department Head and Dean agree on ranking, Department Head makes offer to candidate.
- 11. Once candidate accepts employment offer, Department Head initiates **Appointment Form for Unclassified Personnel** to hire candidate. Form is sent to EEO Officer for approval.  
(Over)

12. Other approvals necessary are:  
    Director, Academic Planning and Faculty Development  
    Dean  
    Academic Vice President  
    President
13. Copies of approved Appointment Form are returned to all parties involved from Academic Vice President.
14. An EEO Report Form is sent to the Department Head and must be completed and returned to EEO Officer within 10 working days after receipt.

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The recommended format to use in submitting names and addresses of applicants for each position is as follows:

**Labels**

Name  
Street Address  
City, State, Zip Code

**Please note:** Applicants usually prefer receiving EEO correspondence at their **home address** as many of them do not wish to have their current employer aware that they may have applied for another position elsewhere.

Please also send us labels with names of new applicants **periodically as applications are received**. We must have compiled some responses to the EEO data forms before your applicant pool will be approved. **Do not wait** to send in names and addresses until you are ready to begin interviews.

The recommended format to use for having your applicant pool approved is as follows:

**Please approve the applicant pool for position EEO No. \_\_\_\_\_**

List names only of all applicants and send to EEO Officer

## **Academic Vacancy Announcement Form**

**Martin Hall 230, Phone: 482-6306**

Vacancy announcements for academic and unclassified staff are generated in the Department of Information Technology by defining the following: position, responsibilities, qualifications, salary and rank, effective date, closing date, and application. Unclassified staff announcements should include the following information: full time position, responsibilities, qualifications, salary range, starting date and application. Contact the Office of Information Technology, 482-6306, if you need additional information. The following is an example of a completed vacancy announcement.

## **Academic Vacancy Announcement Form**

|  |  |                         |
|--|--|-------------------------|
| <br><b>UNIVERSITY<br/>OF<br/>LOUISIANA<br/>L a f a y e t t e</b>                  |  | <b>ACADEMIC VACANCY</b> |
| <b>POSITION</b>  | Assistant Professor (or rank to be filled) Department of -----   |                         |
| <b>RESPONSIBILITIES</b>  | Duties will include teaching courses at both the undergraduate and graduate level, conducting research, and engaging in departmental and professional service.   |                         |
| <b>QUALIFICATIONS</b>  | Applicants must have a Ph.D. in ----- and a commitment to excellence in research and teaching. Preference will be given to applicants in the fields of ----- or -----, but applications with specialties in other areas will also be considered.   |                         |
| <b>THE UNIVERSITY</b>  | The University of Louisiana at Lafayette is a Doctoral/Research-Intensive public institution with an enrollment of approximately 16,000 students with a faculty of about 550. Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 120,000 is one of Louisiana's fastest-growing and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's off-shore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana. Further information about the University and the ----- department is available on the University's web page at <a href="http://www.louisiana.edu">http://www.louisiana.edu</a> . |                         |
| <b>THE DEPARTMENT</b>  | The Department of ----- is one of the largest academic units on the campus. Course offerings range from ----- for freshmen to advanced graduate level courses for graduate students. Current faculty research interests include -----.   |                         |
| <b>SALARY</b>  | Salary and rank are dependent upon qualifications and experience.  |                         |
| <b>START DATE</b>  | The appointment will commence -----, or, at the beginning of a subsequent semester.  |                         |
| <b>APPLICATIONS</b>  | Applications will be reviewed as they are received until the position is filled. Send letters of application with current curriculum vitae to:<br>Dr. -----<br>Department of -----<br>University of Louisiana at Lafayette<br>P. O. Box -----<br>Lafayette, LA 70504- -----  |                         |
| Applicants should also arrange to have three letters of reference sent directly to Dr. -----   |  |                         |
| EEO No. _____  |  |                         |
| <hr/> <p>The University of Louisiana at Lafayette is an Affirmative Action/Equal Opportunity Employer<br/>A Member of the University of Louisiana System</p> <hr/> |  |                         |

## **Appointment Form for Unclassified Personnel**

**Phone: 482-6454**

Appointment forms for unclassified personnel are available in the Provost and Academic Vice President's Office. Following is a blank Appointment Form, instructions for completion, and a sample completed form.

## **Appointment Form for Unclassified Personnel**

| THE UNIVERSITY OF LOUISIANA AT LAFAYETTE<br>APPOINTMENT FORM FOR UNCLASSIFIED PERSONNEL   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|-----------------|--|-------------------|-----|---------------|-----------------|-------------------|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| (Date of Submission)<br>The following appointment is being recommended for your approval:   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FAMILY NAME   | FIRST NAME      | MIDDLE NAME  | DATE OF BIRTH     | SS# |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RECOMMENDED RANK/TITLE  |                 | DEPARTMENT NAME AND NUMBER   |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FULL-TIME   |                 | OR PART-TIME (INDICATE %)  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EFFECTIVE DATE OF APPOINTMENT   |                 | IF TEMPORARY APPOINTMENT,<br>INDICATE LENGTH OF APPOINTMENT: FROM _____ TO _____ |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SALARY _____ INDICATE IF ACADEMIC YEAR _____; SEMESTER _____;<br>ANNUAL _____; MONTHLY _____; OTHER SALARY BASE _____<br>OTHER COMMENTS ABOUT SALARY _____<br>IF FUNDING IS NOT FROM DEPARTMENTAL BUDGET, IDENTIFY SOURCE AND/OR RESTRICTED ACCOUNT:<br>R- _____ ADJUNCT FUNDS _____ UNIVERSITY COLLEGE FUNDS _____ OTHER _____<br>IDENTIFY BUDGET POSITION (NEW OR REPLACEMENT-SUBMIT NAME OF POSITION LISTED IN BUDGET) _____ |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EDUCATION DEGREES:<br><table><thead><tr><th><u>Degree</u></th><th><u>Date</u></th><th><u>University</u></th><th><u>Major Area</u></th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>  |                 |  |                   |     | <u>Degree</u> | <u>Date</u>     | <u>University</u> | <u>Major Area</u> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <u>Degree</u>   | <u>Date</u>     | <u>University</u>  | <u>Major Area</u> |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| DEGREE DESIGNATIONS (BUDGETARY PURPOSES): (B; M; M+1; M+2; ABD; D) _____  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL YEARS OF FULL-TIME TEACHING EXPERIENCE (EXCLUDING G.A.): _____<br>OF THE TOTAL, LIST NUMBER OF YEARS AT UL Lafayette _____; OTHER _____   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL YEARS OF OTHER PROFESSIONAL-RELATED EXPERIENCE: _____<br>OF THE TOTAL, LIST NUMBER OF YEARS AT UL Lafayette _____; OTHER _____  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LIST RECENT APPOINTMENTS:<br><table><thead><tr><th><u>Years</u></th><th><u>Employer</u></th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>  |                 |  |                   |     | <u>Years</u>  | <u>Employer</u> |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <u>Years</u>  | <u>Employer</u> |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IF EMPLOYED PREVIOUSLY AT UL Lafayette, INDICATE LAST DATE OF EMPLOYMENT AND DEPARTMENT: _____  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SPECIFY TENURE PROBATIONARY PERIOD _____  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EEO NUMBER _____  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CURRENT ADDRESS _____   |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (SEE REVERSE SIDE FOR APPROVAL SIGNATURES)  |                 |  |                   |     |               |                 |                   |                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM ALL APPROPRIATE PARTIES INDICATED BELOW.

RECOMMENDATION OF EMPLOYMENT SUBMITTED BY \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

EQUAL EMPLOYMENT OPPORTUNITIES PROCEDURE APPROVAL

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
EEO OFFICER

FOR INSTRUCTIONAL POSITION, DOES CANDIDATE MEET THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE LEVEL ONLY \_\_\_\_\_; UNDERGRADUATE/GRADUATE LEVEL \_\_\_\_\_;  
OTHER \_\_\_\_\_  
PENDING THE RECEIPT OF AN OFFICIAL TRANSCRIPT BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
DIRECTOR, ACADEMIC PLANNING AND FACULTY DEVELOPMENT

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT FOR \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
PRESIDENT

Tenure Review Code \_\_\_\_\_

First Digit: 0 - 1976 Tenure System \_\_\_\_\_ PERSONNEL ACTION APPROVED

1 - Old Tenure System

Second Digit: 0 - Not on Tenure Track \_\_\_\_\_

1 - On Tenure Track

3 - Tenured

Third Digit: Semester of Tenure Review \_\_\_\_\_

1 - Fall Semester

2 - Spring Semester

3 - Summer Session

Fourth & Fifth Digits: Year of Tenure Review \_\_\_\_\_

PERSONNEL \_\_\_\_\_

PAYROLL \_\_\_\_\_

MASTER FILE \_\_\_\_\_

BOARD \_\_\_\_\_

CC: Above Listed Administrators  
Vice President for Business and  
Finance

## **Instructions for Completing the Appointment Form for Unclassified Personnel**

A single copy of the appointment form should be completed by the department recommending the appointment. The form should be typed, and all information requested must be provided to ensure timely processing of the requested appointment.

*A department should not put a prospective employee to work until the appointment form is completely processed, with all required signatures.*

The letters to the left of the instructions are keyed to the letters on the sample blank appointment form preceding this page.

- A. Enter the employee's name, birth date, and social security number as indicated on this line.
- B. Enter the rank or title of the prospective employee, e.g., Lecturer, Assistant Professor, Academic Counselor, etc.
- C. Enter the name of the department into which the employee is being hired, e.g., Math, Enrollment Services, etc. The department number is the 4-digit budget number for the department.
- D. Indicate with an "X" whether the employee is to be a full-time or part-time employee. For a faculty appointment, in the blank provided after the words "Full-Time" or "Part-Time," list the person's teaching schedule for the first semester, including course and section numbers. The Dean's Office will attach ISIS section maintenance records for the listed courses. If the employee is hired part-time, indicate the percentage of a full-time load that the person will work. For example, in the case of a part-time faculty hire, if three-credit course counts for 20% of a full-time load, a person teaching three such courses would be listed as working 60%.
- E. Indicate the effective date of the appointment. For a faculty appointment, that is the date in the *Schedule of Classes* and in the *Undergraduate Bulletin* listed as the date the semester begins (not the beginning of classes). For a twelve-month unclassified staff member, that date will be determined by the approval process at the University of Louisiana System.
- F. The salary listed should be the nine-month salary, if the appointment is for a faculty member, and the twelve-month salary, if the appointment is for an unclassified staff member. In the blanks following salary, check the blank that applies to the salary term. The "Other Comments about Salary" blank is there to provide other special information about the salary (e.g., note that this is a temporary appointment being converted into a continuing position, or indicate that the employee is not eligible for salary increases, etc.).
- G. In this section, indicate the funding source (including account number) for the salary if it or any part of it comes from a source other than the department's operating budget (such as a restricted or R-account).
- H. On this line indicate the budget line or position into which the employee is being hired. Generally the position in the budget is labeled by the name of the last person hired into that line, e.g., TBN James Smith (EDUC 2-02). The parentheses contain the EEO designation for the position which the department would have received when the vacancy was originally approved. If the position is a new position, that should be indicated in this space.
- I. List here the degrees earned by the prospective employee, naming the degree earned, the date the degree was awarded, the university awarding it, and the major area of study.
- J. The highest level of education attained is indicated here, using the following codes: B (Bachelor's); M (Master's); M+1 (Master's plus 24 hours of additional graduate course

- work; M+2 (Master's plus 48 hours of additional graduate course work; ABD (all requirements for the doctorate completed except for the dissertation); or D (doctorate).
- K. For a faculty appointment, the department should indicate here the prospective employee's total years of full-time teaching experience. Graduate teaching duties assigned as part of a fellowship or assistantship are not included. In the next two blanks, indicate the respective years of the total that were spent at UL Lafayette and the years spent elsewhere. Obviously, if a person is said to have taught for twelve total years, the number allotted to UL Lafayette and the number allotted to other institutions should together total twelve.
- L. In this section indicate professional experience other than teaching that is relevant to the new position.
- M. In this section enter information about recent employment prior to this appointment. For each job, list the inclusive years of employment (e.g., 1997 - 1999), the position held, and the employer. Graduate/Teaching assistantships may be included here.
- N. For a faculty appointment in a tenure-eligible rank (Assistant Professor and above), indicate the length of the tenure probation period (usually seven years for a new faculty member at the Assistant Professor rank, unless otherwise negotiated in the hiring process). Additional information about tenure probation is available at the Board of Regents website.
- O. List the EEO number for the position which the department received with the original approval of the position.
- P. Enter here the prospective employee's address at the time the appointment form is completed.
- Q. The back side of the form lists signatures required to complete the appointment. The first is the signature of the person recommending the appointment, generally the department or area head hiring the employee. After the department or area head signs, he/she should route the form through the following offices in this order:

*Department — Dean — EEO Officer — Academic Planning and Faculty Development — Provost and VP Academic Affairs or other appropriate VP — President — Provost and VP Academic Affairs or other appropriate VP (for distribution of copies to all signatories and the Business Office)*

- R. The tenure review code, for instructional appointments only, will be entered by the Provost and Academic Vice President's office. The personnel box in the lower right-hand corner is completed in the Business Office.



## THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

### APPOINTMENT FOR UNCLASSIFIED PERSONNEL

July 1, 2003 (Date of Submission)

The following appointment is being recommended for your approval:

FAMILY NAME DOE FIRST NAME JOHN MIDDLE NAME THOMAS DATE OF BIRTH 1-1-1962 SOCIAL SECURITY NO. XXX-XX-XXXX  
ASSISTANT PROFESSOR DEPARTMENT NAME AND NUMBER English 3842  
RECOMMENDED RANK/TITLE FULL-TIME ENGL 101-01, 101-04, 320-02, 410-01 OR PART-TIME (INDICATE %) \_\_\_\_\_  
EFFECTIVE DATE OF APPOINTMENT 8-14-2002 IF TEMPORARY APPOINTMENT,  
INDICATE LENGTH OF APPOINTMENT FROM \_\_\_\_\_ TO \_\_\_\_\_  
SALARY \$40,000 INDICATE IF ACADEMIC YEAR \_\_\_\_\_ SEMESTER \_\_\_\_\_  
ANNUAL \_\_\_\_\_; MONTHLY \_\_\_\_\_; OTHER SALARY BASE \_\_\_\_\_  
OTHER COMMENTS ABOUT SALARY: \_\_\_\_\_  
IF FUNDING IS NOT FROM DEPARTMENTAL BUDGET, IDENTIFY SOURCE AND/OR RESTRICTED  
ACCOUNT: R-820 (\$10,000) ADJUNCT FUNDS \_\_\_\_\_  
UNIVERSITY COLLEGE FUNDS \_\_\_\_\_ OTHER \_\_\_\_\_  
IDENTIFY BUDGET POSITION (NEW OR REPLACEMENT—SUBMIT NAME OF POSITION LISTED IN  
BUDGET) TBN – Al Catraz (LA2-02)

#### EDUCATIONAL DEGREES:

| Degree | Date | University              | Major Area |
|--------|------|-------------------------|------------|
| Ph.D.  | 2001 | Fargo State University  | English    |
| MA     | 1993 | Stanford University     | English    |
| BA     | 1990 | University of the South | English    |

DEGREE DESIGNATIONS (BUDGETARY PURPOSES): [B; M; M+1; M+2; ABD; D] D  
TOTAL YEARS OF FULL-TIME TEACHING EXPERIENCE (EXCLUDING G.A.): 4

OF THE TOTAL, LIST NUMBER OF YEARS AT UL LAFAYETTE 0; OTHER 4

TOTAL YEARS OF OTHER PROFESSIONAL-RELATED EXPERIENCE: 2

OF THE TOTAL, LIST NUMBER OF YEARS AT UL LAFAYETTE 0; OTHER 2

#### LIST RECENT APPOINTMENTS:

| Years     | Employer   |
|-----------|--|
| 1993-1997 | English Instructor<br>Rapid City Community College |

IF EMPLOYED PREVIOUSLY AT UL LAFAYETTE, INDICATE LAST DATE OF EMPLOYMENT AND  
DEPARTMENT:

SPECIFY TENURE PROBATIONARY PERIOD: 7 years

EEO NUMBER LA 2-02

CURRENT ADDRESS: 123 NORTH STATE, LAFAYETTE LA 705XX

(SEE REVERSE SIDE FOR APPROVAL SIGNATURES)

PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM  
ALL APPROPRIATE PARTIES INDICATED BELOW.

RECOMMENDATION OF EMPLOYMENT SUBMITTED BY *Signature*

TITLE Department Head of English DATE July 1, 2002

EQUAL EMPLOYMENT OPPORTUNITIES PROCEDURE APPROVAL

APPROVED BY *Signature* DATE July 2, 2002  
EOO OFFICER

FOR INSTRUCTIONAL POSITIONS, DOES CANDIDATE MEET THE SACS TEACHING CRITERIA AT THE  
UNDERGRADUATE LEVEL ONLY \_\_\_\_\_; UNDERGRADUATE/GRADUATE LEVEL X \_\_\_\_\_;  
OTHER \_\_\_\_\_

PENDING RECEIPT OF AN OFFICIAL TRANSCRIPT BY August 31, 2002

APPROVED BY *Signature* DATE July 5, 2002  
DIRECTOR, ACADEMIC PLANNING AND FACULTY DEVELOPMENT

APPROVED BY *Signature* DATE July 6, 2002

TITLE Dean of Liberal Arts

APPROVED BY *Signature* DATE July 10, 2002

VICE PRESIDENT FOR Academic Affairs

APPROVED BY *Signature* DATE July 15, 2002  
PRESIDENT

TENURE REVIEW CODE 01208

First Digit: 0 – 1976 Tenure System  
1 – Old Tenure System  
Second Digit: 0 – Not on Tenure Track  
1 – On Tenure Track  
3 – Tenured  
Third Digit: Semester of Tenure Review  
1 – Fall Semester  
2 – Spring Semester  
3 – Summer Session  
Fourth and Fifth Digits: Year of Tenure Review

| PERSONNEL ACTION APPROVED |       |         |
|---------------------------|-------|---------|
| PERSONNEL                 | DATE  | INITIAL |
| PAYROLL                   | _____ | _____   |
| MASTER FILE               | _____ | _____   |
| BOARD                     | _____ | _____   |

cc: Above Listed Administrators  
Vice President for Business and Finance

### **Appointment Form for Temporary Academic Personnel**

Following is a blank Appointment Form for Temporary Academic Personnel and a sample completed form. Temporary academic personnel include people such as adjuncts and graduate students who work in the summer.

### **Appointment Form for Temporary Academic Personnel**

|  |        |   |  |               |   |
|--|--------|---|--|---------------|---|
| <br>UNIVERSITY<br>OF<br>LOUISIANA<br><i>Lafayette</i> |        | APPOINTMENT FORM FOR TEMPORARY ACADEMIC PERSONNEL   |  |               |   |
| (Date of Submission) _____   |        |   |  |               |   |
| LAST NAME  |        | FIRST NAME  | MIDDLE NAME                                      | DATE OF BIRTH | SOCIAL SECURITY NO.   |
| RECOMMENDED RANK   |        | DEPARTMENT NAME AND NUMBER  |  |               |   |
| FULL-TIME APPOINTMENT _____<br>PART-TIME APPOINTMENT<br>INDICATE PERCENT _____   |        | DATE OF TEMPORARY<br>APPOINTMENT<br>FROM _____<br>TO _____  | TEACHING SCHEDULE*<br>COURSE _____ SECTION _____ |               |   |
| CURRENT ADDRESS  |        |   |  |               | *Please attach from ISIS, enrollment data from CS SECTMNT for all section numbers of the above teaching schedule. |
| SALARY:  |        | <input type="checkbox"/> ACADEMIC YEAR <input type="checkbox"/> SEMESTER <input type="checkbox"/> OTHER (Explain) _____   |  |               |   |
| IDENTIFY BUDGET POSITION OR SOURCE OF FUNDING:<br>TBN- _____   |        | OTHER SOURCE OF FUNDING _____   |  |               |   |
| UNIVERSITY COLLEGE _____   |        | ADJUNCT FUNDS   |  |               |   |
| DEGREE DESIGNATIONS (BUDGETARY PURPOSES):  |        | <input type="checkbox"/> B <input type="checkbox"/> M <input type="checkbox"/> M+1 <input type="checkbox"/> M+2 <input type="checkbox"/> ABD <input type="checkbox"/> D |  |               |   |
| Total years of <b>full-time teaching</b> experience<br>(excluding graduate assistants): _____  |        | Number of years: at UL Lafayette _____<br>at other institutions _____   |  |               |   |
| Total years of <b>other professional</b> experience: _____   |        | Number of years: at UL Lafayette _____<br>at other organizations _____  |  |               |   |
| List recent appointments:  |        |   |  |               |   |
| Beginning  | Ending | Employer  |  |               |   |
|  |        |   |  |               |   |
|  |        |   |  |               |   |
|  |        |   |  |               |   |
| If previously employed at UL Lafayette, indicate   |        |   |  |               |   |
| Last date of employment:   |        | Department:   |  |               |   |
| 12/00  |        |   |  |               |   |

**PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM ALL APPROPRIATE PARTIES INDICATED BELOW.**

RECOMMENDATION OF TEMPORARY ACADEMIC APPOINTMENT SUBMITTED BY:

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that this faculty appointment has been pre-certified by the Office of Academic Planning and Faculty Development and meets all SACS teaching criteria for the assigned courses.

**Dean, College of** \_\_\_\_\_ **Date** \_\_\_\_\_

The following two signatures are required only for approval of University College appointments.

**APPROVED BY:**

**Director, University College** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY:**

**Dean, Enrollment Management** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY:**

**Vice President for Academic Affairs** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED BY:**

**President** \_\_\_\_\_ **Date** \_\_\_\_\_

*Personnel Action Approved*

Date Initial

Personnel \_\_\_\_\_

Payroll \_\_\_\_\_

Master File \_\_\_\_\_

Board \_\_\_\_\_

**Appointment Form for Temporary Academic Personnel (completed)**



APPOINTMENT FORM FOR TEMPORARY ACADEMIC PERSONNEL

JUNE 27, 2003 (Date of Submission)

|   |            |  |                                      |                       |
|---|------------|--|--------------------------------------|-----------------------|
| DOE   | JOHN       | THOMAS   | 1-1-1972                             | XXX-XX-XXXX           |
| LAST NAME   | FIRST NAME | MIDDLE NAME  | DATE OF BIRTH                        | SOCIAL SECURITY NO.   |
| INSTRUCTOR  |            |  | LIBERAL ARTS XXXX                    |                       |
| RECOMMENDED RANK  |            |  | DEPARTMENT NAME AND NUMBER           |                       |
| FULL-TIME APPOINTMENT _____   |            | DATE OF TEMPORARY<br>APPOINTMENT   | TEACHING SCHEDULE*                   |                       |
| PART-TIME APPOINTMENT<br>INDICATE PERCENT 20%   |            | FROM August 15, 2xxx<br>TO December 15, 2xxx   | COURSE<br>English 101<br>English 102 | SECTION<br>000<br>000 |
| CURRENT ADDRESS<br>123 Bonds Street, Lafayette, LA 705XX  |            |  |                                      |                       |
| SALARY:\$XXXX   |            | <input type="checkbox"/> ACADEMIC YEAR <input type="checkbox"/> SEMESTER <input type="checkbox"/> OTHER (Explain)<br>X |                                      |                       |
| IDENTIFY BUDGET POSITION OR SOURCE OF FUNDING:<br>TBN- SMITH (8-XX) SOURCE OF FUNDING   |            |  |                                      |                       |
| UNIVERSITY COLLEGE  |            | ADJUNCT FUNDS  |                                      |                       |
| DEGREE DESIGNATIONS (BUDGETARY PURPOSES): <input type="checkbox"/> B <input type="checkbox"/> M <input type="checkbox"/> M+1 <input type="checkbox"/> M+2 <input type="checkbox"/> ABD <input type="checkbox"/> D |            |  |                                      |                       |
| Total years of full-time teaching experience<br>(excluding graduate assistants):  |            | Number of years: at UL Lafayette 0<br>at other institutions 0  |                                      |                       |
| Total years of other professional experience:   |            | Number of years: at UL Lafayette _____<br>at other organizations _____   |                                      |                       |
| List recent appointments:<br>Beginning Ending Employer  |            |  |                                      |                       |
|   |            |  |                                      |                       |
|   |            |  |                                      |                       |
|   |            |  |                                      |                       |
| If previously employed at UL Lafayette, indicate<br>Last date of employment: Department:  |            |  |                                      |                       |

**PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM ALL APPROPRIATE PARTIES INDICATED BELOW.**

RECOMMENDATION OF TEMPORARY ACADEMIC APPOINTMENT SUBMITTED BY:

DEPARTMENT HEAD, LIBERAL ARTS

JUNE 27, 20XX

Title

Date

I certify that this faculty appointment has been pre-certified by the Office of Academic Planning and Faculty Development and meets all SACS teaching criteria for the assigned courses.

Dean, College of LIBERAL ARTS

Date JUNE 27, 20XX

The following two signatures are required only for approval of University College appointments.

**APPROVED BY:**

Director, University College

Date

**APPROVED BY:**

Dean, Enrollment Management

Date

**APPROVED BY:**

Vice President for Academic Affairs

Date

**APPROVED BY:**

President

Date

*Personnel Action Approved*

Date      Initial

Personnel      \_\_\_\_\_      \_\_\_\_\_

Payroll      \_\_\_\_\_      \_\_\_\_\_

Master File      \_\_\_\_\_      \_\_\_\_\_

Board      \_\_\_\_\_      \_\_\_\_\_

## **Pre-Certification for Temporary Academic Appointment Form**

**Phone: 482-6454**

Temporary appointments are given for a specific time and for a specific need. Pre-Certification forms for Temporary Academic Appointments are available in the Provost and Academic Vice President's Office. A sample form follows, with instructions.

## **Pre-Certification for Temporary Academic Appointment Form**

|   |  |   |            |
|---|--|---|------------|
| <br>UNIVERSITY OF LOUISIANA<br>Lafayette |  | PRE-CERTIFICATION FORM<br>FOR TEMPORARY ACADEMIC APPOINTMENTS<br><hr/> (Date of Submission) |            |
| LAST NAME      FIRST NAME      MIDDLE NAME  |  | DATE OF BIRTH   |            |
| SOCIAL SECURITY NO.   |  | DEPARTMENT NAME   |            |
| EDUCATIONAL DEGREES   |  |   |            |
| Degree  | Date   | University  | Major Area |
|   |  |   |            |
|   |  |   |            |
|   |  |   |            |
| RECOMMENDATION FOR PRE-CERTIFICATION SUBMITTED BY   |  |   | Date       |
| HEAD/DIRECTOR, DEPARTMENT/SCHOOL OF   |  |   |            |
| APPROVED BY   |  |   | Date       |
| DEAN, COLLEGE OF  |  |   |            |
| The section below is to be completed by the Office of Academic Planning and Faculty Development.                          |  |   |            |
| Please Check  | THE ABOVE CANDIDATE MEETS THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE LEVEL ONLY IN THE FOLLOWING DISCIPLINES:     |   |            |
|   |  |   |            |
|   |  |   |            |
|   | THE ABOVE CANDIDATE MEETS THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE/GRADUATE LEVEL IN THE FOLLOWING DISCIPLINES: |   |            |
|   |  |   |            |
|   |  |   |            |
|   | OTHER  |   |            |
| Pending receipt of official transcript to the Office of Faculty Development by _____                                      |  |   |            |
| APPROVED BY   |  |   | Date       |
| DIRECTOR, ACADEMIC PLANNING AND FACULTY DEVELOPMENT   |  |   |            |
| THE PRE-CERTIFICATION FORM DOES NOT REPLACE THE APPOINTMENT FORM.   |  |   |            |
| 12/00   |  |   |            |

## INSTRUCTIONS

### PRE-CERTIFICATION FORM FOR TEMPORARY ACADEMIC APPOINTMENTS

The Pre-Certification form is to be used to verify/validate the SACS academic credentials for **all temporary appointments (including University College)**. Once approved, there will be no need for future verification/validation of SACS teaching credentials unless there is a change in an academic degree, academic area of instruction, or the course level for a given appointment.

To insure timely approval, please fill out the form completely. Upon approval, the Office of Faculty Development will forward the original Pre-Certification Form to the Dean; SACS validation of teaching credentials will no longer be required during the temporary appointment process.

#### Types of documentation for academic credentials:

##### 1. University of Louisiana at Lafayette graduates

If the graduate degrees are from UL Lafayette, there is no need to attach documentation; simply indicate degree and date conferred.

##### 2. Transcripts

In order to expedite the completion of the form, a copy of an unofficial or official transcript *issued to the student or mailed to the department or college* may be attached; however, an official transcript must be **mailed directly** to the Office of Faculty Development. The official transcripts may be submitted in advance or by the date indicated on the Pre-Certification form. Forms to request transcripts are available in the Office of Faculty Development.

##### 3. Phone verification of degree

Preliminary approval can be obtained using the Telephone Confirmation Form that may be obtained from the Office of Faculty Development.

##### 4. International credentials

- A copy of the diploma or any other document stating the degree
- An official translation if not in English (Faculty on campus are very generous about serving as official translators.)
- The World Education Service form (You may obtain these in the Office of Faculty Development.)

##### 5. Visiting Faculty

Credentials for visiting faculty must be verified using one of the options above.

**Request for Transcript of Credits****Martin Hall 239, Phone 482-5308**

Official faculty transcripts must be sent from the degree granting institution directly to Faculty Development, Martin Hall 239. The form requesting a transcript is shown below.

The Telephone Confirmation form, next page, should be attached to the appointment form when there is no official transcript.

**Request for Transcript of Credits****OFFICE OF FACULTY  
DEVELOPMENT****REQUEST FOR TRANSCRIPT OF CREDITS**

Date: \_\_\_\_\_

TO: Registrar

Institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please send one (1) copy of my **official** transcript of academic record at your institution to:

**University of Louisiana at Lafayette  
Office of Academic Planning & Faculty Development  
P.O. Drawer 41812  
Lafayette, LA 70504**

I attended your institution from \_\_\_\_\_ to \_\_\_\_\_

using the name \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_  
(if applicable)

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature of Student \_\_\_\_\_

Print Name of Student \_\_\_\_\_

**To Faculty Requesting Transcripts:** Some institutions require the payment of a fee prior to issuing the transcript. We encourage you to contact the institution(s) for the fee schedule before sending this form.



**OFFICE OF FACULTY DEVELOPMENT**  
**TELEPHONE CONFIRMATION OF**  
**FACULTY CREDENTIALS**

TO: Dr. Carolyn Bruder  
Associate Vice President  
Academic Affairs

FROM: \_\_\_\_\_  
\_\_\_\_\_

This is to verify that I spoke to \_\_\_\_\_ in the  
**(Name of person)**

Registrar's Office at the \_\_\_\_\_  
**(name of university)**

who verified that \_\_\_\_\_ received the degree  
**(name of prospective faculty member)**

of \_\_\_\_\_ in \_\_\_\_\_  
**(Master's, PhD, etc.)** **(Major Area)**

on the date of \_\_\_\_\_.  
**(date of degree)**

---

**Signature of Dean, Director, Dept. Head or Secretary**

---

**Date**

**Pending receipt of transcript by:** \_\_\_\_\_

## **Faculty Annual Performance Evaluation**

**Martin Hall, Room 239, Phone: 482-5308**

The Annual Performance Evaluation of faculty is completed in January each year. Contact the academic dean's office for the Annual Performance Evaluation form being used by the college. Three copies of the evaluations should be returned to the academic dean when completed.

## **Unclassified Separation /Clearance Form**

**Administrative Services-Personnel, Martin Hall 175, Phone 482-6242**

The Separation Clearance form is to be completed when resigning, retiring, and when leaving the University for other reasons. The form certifies that there are no unpaid University bills and that all University property has been returned to the University. Once completed, the form should be returned to the home department head.

## **Unclassified Separation Clearance Form**

### **UNIVERSITY OF LOUISIANA AT LAFAYETTE SEPARATION CLEARANCE FORM**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Forwarding Address: \_\_\_\_\_ Is this a new address? Yes \_\_\_\_\_ No \_\_\_\_\_

Street/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Circle Status Change: Resignation Retirement Other \_\_\_\_\_ Date of Separation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(list) (month) (day) (year)

Visit each department listed below to have the proper person in that department verify/sign that all transactions with them have been completed and all accounts closed. If you do not have an account or property with a department then simply circle the N/A box, except sections G, I & M are MANDATORY visitations:

A. Edith Garland Dupre Library - Reference books and materials returned. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

B. University Post Office - Post Office box key has been turned in; forwarding address on file. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

C. Physical Facilities Department - All University keys have been returned. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

D. Vice President for Information Technology - All telephone credit cards returned and cancelled. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

E. University Bookstore - Bookstore accounts have been cleared. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

F. UL Lafayette Federal Credit Union - Arrangements have been made for all existing loans. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

G. Business Services Cashier - All accounts have been cleared. Yes  
Signature \_\_\_\_\_ Date \_\_\_\_\_

H. Business Services - American Express Corporate Card returned. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I. Personnel Office - Benefits, insurance and other personnel matters have been discussed and resolved. Yes  
Signature \_\_\_\_\_ Date \_\_\_\_\_

J. ID - UL Lafayette Identification card returned. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

K. Parking Office - UL Lafayette parking permit cancelled/sticker returned. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

L. Purchasing Office - LaCarte Procurement (VISA) card returned. Any receipts, log and statements turned in. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

M. Employee's Department Head - Accounted for all departmental equipment assigned; grades have been turned in; and copies of grade books filed; details of "I" given to department head; other departmental matters are in order. Yes N/A  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**YOUR FINAL PAYCHECK MAY BE HELD UNTIL THIS FORM IS COMPLETED. WHEN ENTIRE FORM HAS BEEN COMPLETED, RETURN TO YOUR HOME DEPARTMENT. THE DEPARTMENT HEAD WILL SEND THE COMPLETED FORM TO THE UNIVERSITY BUSINESS SERVICES OFFICE, ATTENTION: PAYROLL.**

I certify that I have no unpaid University bills, and that I have returned all university property as indicated above, and that I have removed the campus parking permit from my vehicle(s).

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Undergraduate Bulletin**

**Faculty Development, Martin Hall 239, Phone: 482-1920**

**<http://bulletin.louisiana.edu/UN>**

Copies of the *Undergraduate Bulletin* CDs are available through University Bookstore. Faculty Development distributes spiral bound copies and CDs to all Vice Presidents; deans; department heads, and their secretaries; each office in Martin Hall; and advisors. Call 482-1920 for further information.

The Course Deletion, Addition, or Change Request form is used to update the *Bulletin*. This form is found on the University website at **[louisiana.edu/Academic/PlanDev/CCR](http://louisiana.edu/Academic/PlanDev/CCR)**, or by calling Faculty Development at 482-1920. The Curriculum Change form and Footnote Change form are also on the University website. Any changes for the *Undergraduate Bulletin* should go to the Undergraduate Curriculum Committee (submitted form and one copy are needed; all 4XX(G) courses go to the Graduate School) once approved by your department head and dean. The *Undergraduate Bulletin* is published by the University of Louisiana at Lafayette and issued during the spring of odd-numbered years.

**Graduate Bulletin**

**Martin Hall 332, Phone: 482-6965**

**<http://bulletin.louisiana.edu/GR>**

The Graduate School, 482-6965, distributes the *Graduate Bulletin*. The same form, Course Deletion, Addition, or Change Request, is used for course changes in the *Graduate Bulletin*. 4XX(G), and above, courses are sent to the Graduate School. The submitted form and six copies should be forwarded to the Graduate School. The *Graduate Bulletin* is published by the University of Louisiana at Lafayette and issued in the spring of even-numbered years.

**Course Deletion, Addition, or Change Request Form and Instructions**  
**COURSE DELETION, ADDITION, OR CHANGE REQUEST FORM**

1

*Send 000-499 courses to Undergraduate Curriculum Committee; original and one copy.  
Send 4XX(G)-899 to Graduate School; original and six copies.*

**This request is to:**

- ADD NEW COURSE:** Prefix, Number, and Lec/Lab/Credit \_\_\_\_\_ [e.g., AMUS 200, (3,0,3)]  
Title \_\_\_\_\_

**DELETE COURSE:** Prefix, Number, and Lec/Lab/Credit \_\_\_\_\_  
Title \_\_\_\_\_

**CHANGE A COURSE:** Prefix, Number, and Lec/Lab/Credit \_\_\_\_\_

**ADD NEW COURSE TO REPLACE AN EXISTING ONE:** New Prefix and Number \_\_\_\_\_  
Existing Prefix and Number \_\_\_\_\_

Effective date: \_\_\_\_\_ (semester/year)      Permanent change? Yes \_\_\_\_\_ No \_\_\_\_\_

If course is a pre- or co-requisite, for what other course(s): \_\_\_\_\_

II

## ***NEW COURSE:***

In the space provided, enter number, title, credits, exact catalog description/entry. Conform to established guidelines for format. Be as succinct and brief as possible.

**Recommended Course Title Abbreviation:**

(max 30 characters, including spaces)

If new course replaces an existing course, give subject, number, and title of existing course:

(Note: The existing course will be deleted from the catalog.)

Justify the addition of the course (purposes and student population served, needs satisfied, etc.):

If 4XX(G) course, explain extra requirements for graduate students:

Comment on present and future availability of faculty, equipment, and (library/other) resources needed for this course:

Do any other departments currently offer courses which may overlap this new course?

---

If so, does that department agree that there is no significant conflict or overlap in coverage?

**Department consulted:** \_\_\_\_\_ **Person consulted**

### III

**COURSE CHANGE (check all that apply):**

Prefix    Number    Title    Lec/Lab credit    Description    Pre/Co Reqs    Restrictions  
 Grade Options    Instruction Type    Other

Explain rationale for change:

**New Catalog Entry:** In the space provided, enter number, title, credits, exact catalog (a.k.a., the *University Bulletin*) description/entry. Conform to established guidelines for format. Be as succinct and brief as possible. Please highlight changes.

**Current Catalog Entry:** In the space provided print the course number, title, credits, and description as it appears in the current catalog (*University Bulletin*). (Note: the current course will be deleted from the catalog.)

### IV

|                           | <b>Faculty/Dept/College<br/>Name</b> | <b>Phone Ext/<br/>email</b> | <b>Signature</b> | <b>Date</b> |
|---------------------------|--------------------------------------|-----------------------------|------------------|-------------|
| Submitted By              |                                      |                             |                  |             |
| Dept Head                 |                                      |                             |                  |             |
| Academic Dean             |                                      |                             |                  |             |
| UG Curriculum Committee   |                                      |                             |                  |             |
| Grad Curriculum Committee |                                      |                             |                  |             |
| Graduate Council Chair    |                                      |                             |                  |             |
| Grad Dean                 |                                      |                             |                  |             |
| Academic VP               |                                      |                             |                  |             |
|                           |                                      |                             |                  |             |

Notes:

---

## **INSTRUCTIONS FOR COURSE DELETION, ADDITION, OR CHANGE REQUEST FORM**

If you wish to add, delete, or change a course listed in the University's *Undergraduate Bulletin* or *Graduate Bulletin*, you should complete the "Course Deletion, Addition, or Change Request" form. That form is available from the Office of Academic Planning and Faculty Development and online at <http://www.louisiana.edu/Academic/PlanDev>. Online the form is available in Word, Word Perfect, and PDF formats.

*Note: Changes made to an existing course may require changes on your curriculum pages. If that is the case, be sure to submit a curriculum change form when submitting a course change, particularly if title or credit hours are revised. The curriculum change form should be sent to Faculty Development.*

### **I. General Instructions**

- A. All course additions, deletions, and changes require the approval of the departmental and college curriculum committees, if there are any, as well as the approval of the department head and dean.
- B. Forms for courses numbered from 000 to 499 are sent to the Undergraduate Curriculum Committee, and those numbered 4XX(G) through 899 are sent to the Graduate School. If a request is to drop the graduate designation from an existing 4XX(G) course, that request should be sent to the Undergraduate Curriculum Committee.

### **II. Completing the Form**

- A. The form consists of four large text boxes, two on each side. These are labeled Parts I, II, III, and IV.
- B. **Part I** contains four blanks you can check to indicate the nature of your request. Check the appropriate blank, and indicate the course prefix, number, lecture/lab/credit, and title of the course. Also indicate in Part I the semester and year the change is to take effect, as well as other courses, if any, for which this course is a prerequisite.
  1. For a simple **course deletion**, you need do nothing more than complete the appropriate blanks in Part I. The form is then ready for submission.
  2. For a **course change in an existing course** (e.g., in a title or description or prerequisite), complete the appropriate blanks in the text box and move to Part III on page two.
  3. For a **course addition**, complete the appropriate blanks in Part I and move to Part II.
  4. For a **course addition that replaces an existing course**, complete the appropriate blanks in Part I and move to Part II. *You should check this blank only when the new course is a revision or updating of an existing course. There should be a clear similarity in the subject or topic of the two courses.* Ask yourself whether a student would be allowed to take both of these courses for credit; if so, then they are different courses, and one does not replace the other. On a transcript, a replacement course would literally be shown as a repeat of the existing course, and credit would not be granted for both.

- C. Part II** should be completed only if a new course will be added to the University's course offerings.
1. The first question asks that you enter the description of the new course exactly as it will appear in the *Bulletin* or catalog. For guidance in writing the *Bulletin* entry, see the "Course Style Guidelines" available online at <http://www.louisiana.edu/Academic/PlanDev>.
  2. The course title abbreviation is the form the course title will take when it appears in the schedule of classes maintained by the Registrar each semester and on the student's transcript.
- D. Part III** should be completed if any change is to be made to an existing course.
1. In the first part of this section, you should check the blank(s) indicating the change(s) you are making to the course. The "prefix" is the three or four letter code for the department or subject of the course (e.g., PETE for Petroleum Engineering or INDS for Interior Design). "Pre/Co Reqs" are prerequisites or co-requisites (e.g., other courses or a certain academic status) that must be completed either before (for pre-) or simultaneously with (for co-) the course in question. "Instruction Type" refers to the pedagogical format of the course (e.g., lecture, lab, practicum, independent study, etc.). Further information about these terms is available in the "Course Style Guidelines" online at <http://www.louisiana.edu/Academic/PlanDev>.
  2. In this section you must also enter the course description both in its current or existing form and in its new or proposed form.
- E. Part IV** provides spaces for the signatures of those who must approve the proposal. Different types of proposals require different signatures, as indicated in the next section of this document, Section III, "Routing the Form."

### III. Routing the Form

- A.** The Undergraduate Curriculum Committee, a standing University committee that reports to the Vice President for Academic Affairs, reviews all course additions, deletions, and changes for courses numbered 000 - 499 (without the "G" designation). After obtaining the signatures of your department head and dean, you should **send the original and one copy of the form to the Undergraduate Curriculum Committee chair**. A 4XX(G) course for which you are removing the "G" designation should be routed to the Undergraduate Curriculum Committee chair as well.

The following diagram indicates the processing/approval route for this type of form:

*Department Head*  $\cap$  *Dean*  $\cap$  *UG Curriculum Committee*  $\cap$  *Academic Planning & Faculty Development*  $\cap$  *Provost and VP Academic Affairs*  $\cap$  *Registrar*  $\cap$  *Academic Planning & Faculty Development*

- B.** The Graduate Curriculum Committee, a standing subcommittee of the Graduate Council I-reviews all course additions, deletions, and changes for courses numbered 4XX(G) - 899. After obtaining the signatures of your department head and dean, you should **send the form for this type of course, along with six copies, to the Graduate School** (Martin Hall 332). The following diagram indicates the processing/approval route for this type of form:

*Department Head*  $\cap$  *Dean*  $\cap$  *Graduate Curriculum Committee*  $\cap$  *Graduate Council*  $\cap$  *Graduate School*  $\cap$  *Academic Planning & Faculty Development*  $\cap$  *Provost and VP Academic Affairs*  $\cap$  *Registrar*  $\cap$  *Academic Planning & Faculty Development*

- C. Requests to expedite the processing of the form because of an “emergency” situation should be made to the relevant committee chair.

#### **IV. Department Audit Sheets**

The Office of Academic Planning and Faculty Development maintains course audit sheets for each department which track all changes in the total credit hours of the department's course offerings. As a general rule, no department may offer more credit hours of courses than it offered in 1990. The policy was adopted by the University as a means of controlling academic program growth. You can obtain a copy of your departmental audit by contacting the Office of Academic Planning and Faculty Development (482-1920).

Revised 2009

## **COURSE STYLE GUIDELINES**

Revised August 2008

### **GENERAL FORMAT FOR COURSE ENTRY DATA**

All items must appear in the exact order and with the exact punctuation as shown below. Only the first three items are required. Courses should be typed left justified, single spaced.

**Course Number. COURSE TITLE. (Lec, Lab, Cr). Course Description. Prereq:\_\_. Coreq:\_\_.  
Restr:\_\_. Grading Option: if other than normal. Instruction Type(s): if other than Lecture or Lab.  
Formerly:\_\_**

#### **1. Course Number.**

- a. The general policy is not to use a number which has been in use within the last five years for different courses.
- b. The course number must represent the level of the course, e.g.,

|                                       |         |
|---------------------------------------|---------|
| Performance and practical experience: | 001-049 |
| Developmental/Remedial :              | 080-099 |
| Freshman:                             | 100-199 |
| Sophomore:                            | 200-299 |
| Junior                                | 300-399 |
| Senior (sometimes Graduate level):    | 400-499 |
| Graduate only (generally Masters):    | 500-599 |
| Graduate only (generally Ph.D.):      | 600-699 |

- c. 400-level courses which can be taken for graduate credit are to be designated by the letter G, e.g., 425 (G). Do not use this designation for 500 and 600 level courses.
- d. Two-semester courses which must be taken sequentially, should be hyphenated using an odd number for the first semester and an even number for the second semester. Whenever possible separate course descriptions for these two-semester courses should be avoided.

Example:

111-112. MATH FOR ELEMENTARY TEACHERS I, II. (3,0,3 ea.). Elementary development of the real number system theory of arithmetic.

An obvious exception is when the course content of the second semester is so radically different that a single course description is not possible.

Example:

101. BASIC CONCEPTS OF MATH I. (3,0,3). Deduction, logic, algebra.

102. BASIC CONCEPTS OF MATH II. (3,0,3). Trigonometry, statistics, probability.  
Prereq: MATH 101.

**2. COURSE TITLE.**

- a. The course title must be typed in CAPS.
- b. Keep it brief. Note that for the Schedule of Classes and student transcripts, course titles are limited to a 30 character abbreviation.
- c. Roman numerals should be used in the case of multi-semester courses with the same course title, e.g.,

497-498. SPECIAL PROJECTS I, II  
350. ELECTRONICS  
451. ELECTRONICS II.  
454 (G). ELECTRONICS III.

- d. The phrases "Content Varies" and "May be repeated for credit" may be entered just after the title.
- e. The phrase "Alternate subtitles will appear on students' transcripts" (see "Print" in Schedule of Classes Manual) may be entered just after the title.

**3. (Lec, Lab, Cr).**

- a. Do not include the words "lecture," "lab," or "credit." Enter just numbers.

Incorrect: Lec. 3, Lab. 3, Cr. 4.

Correct: (3,3,4).

- b. The term "contact hours" refers to the total number of hours of student-faculty contact per week in a regular semester. "Lec" represents the Lecture contact hours. "Lab" represents the Laboratory contact hours. "Cr" represents the Credit to be earned by the student.
- c. If either lecture contact or lab contact are zero, indicate with a zero, do not leave blank, e.g., (3,0,3) for no lab and (0,2,1) for no lecture.
- d. For individual instruction courses and other instruction types in which contact varies, only the credit should be shown, e.g., 480. RESEARCH PROBLEM (1). Sp.
- e. If the course has multiple instruction types such as lecture, lab, and clinical, then list the contact hours for each and the credit, e.g. (4,2,5,9). See 12. below
- f. For a hyphenated course indicate only once with the abbreviation "ea." on the credit value only, e.g., 451-452. PROBLEMS I, II. (3,0,3 ea.).
- g. For a variable credit course, show credit only as (minimum-maximum) on a one semester basis, e.g., (1-6).
- h. Examples

|  |         |
|--|---------|
| A four hour lab for two credits                    | (0,4,2) |
| A three hour lecture course                        | (3,0,3) |
| A one hour lecture with a 4 hour lab for 3 credits | (1,4,3) |
| Thesis   | (1-6)   |
| BIOL 410   | (1-6)   |
| An individual studies course                       | (3)     |
| An Internship                                      | (3)     |

#### **4. Course Description.**

- a. The course description is intended to serve several functions: to provide information to students prior to their enrolling in a course; to aid other institutions in their evaluation of a student's record should the student transfer from UL Lafayette; and to help other departments in the advising of their majors and in the evaluating of their degree programs.
- b. Course descriptions must be kept as short and as precise as possible. Long descriptions are expensive. Please do not waste words. Course descriptions are not required if the title is self explanatory.
- c. Course description must be written in the present tense.

NOT OK: "Studies will include....."

OK: "Includes....."

NOT OK: Emphasis will be placed.....

OK: Emphasis on.....

- d. Consider the course title to be the subject of the first sentence of the course description and consider the verb "is" to be understood.

NOT OK: 100. ORIENTATION. (1,0,1). This is an introductory course in....

OK: 100. ORIENTATION. (1,0,1). An introductory course in....

- e. Avoid repeating the course title in the course description. The course title is often sufficiently descriptive that a formal course description is unnecessary.

NOT OK: 411-412. FREEHAND DRAWING. Lab. 4. Cr. 2 each.  
Advanced freehand drawing.

OK: 411-412. FREEHAND DRAWING III, IV. (0,4,2 ea.)

- f. If two course descriptions are required for a two-course sequence, don't say "This is a continuation of..." Use Roman Numeral I and II, e.g., 241. HANDICRAFTS I. and 242. HANDICRAFTS II.

If a course title is used more than once, Roman Numerals are required.

- g. It is unnecessary to say "This lab must be scheduled with..." Simply use the term Coreq: \_\_\_\_\_ . See 8. below.
- h. In the case of a Seminar or other unusual delivery plan, it is usually unnecessary to state a definition of a "Seminar". This will be clarified under 12. Instruction Type(s) below.
- i. Statements such as "required of majors," and "credit not given for this course and....," and other statements which are essentially degree requirements should be avoided in a course description. It is a function of the curriculum listing to describe course requirements for a degree.
- j. The phrase "Credit does not apply to any degree" should be used where appropriate and is required for remedial/developmental courses.
- k. The following are examples of phrases which should not be used:

NOT OK: This course is an intensive survey of...

OKAY: A survey of....

NOT OK: Among the topics to be covered are: a)..... b)..... c).....  
OK:a)..... b)..... c).....

NOT OK: In this course emphasis is placed on.....  
OK:Emphasis on.....

NOT OK: This course is centered about.....  
OK:Emphasis on.....  
NOT OK: This course concentrates on.....  
OK:Emphasis on.....

NOT OK: A course designed to acquaint the student with  
a)..... b)..... c)..... d).....  
OK:a)..... b)..... c)..... d).....

NOT OK: A course which presents a)..... b)..... c).....  
OK:a)..... b)..... c).....

NOT OK: This course deals with a)..... b)..... c)....  
OK:a)..... b)..... c).....

**5. Prereq:**

- a. A prerequisite is a course requirement which must be satisfied prior to entering this course.
- b. Permission of Instructor or Department are discussed under 10. Restr: below.
- c. Use the abbreviation Prereq: not the full word Prerequisite.
- d. Use the abbreviation in CAPS, for the subject name, not the full name, e.g.,

NOT OK: Prerequisite: Mathematics 103-104  
OK:Prereq: MATH 103-104

- e. Do not state a prerequisite unless you plan to enforce it.
- f. Use a semicolon between prerequisites from several departments. The comma and the semicolon will represent an "and" relationship, and each requirement must be met.

NOT OK: MATH 101-102, ENGL 101, 201, CHEM 109, 119  
OK:MATH 101, 102; ENGL 101, 201; CHEM 109, 119

- g. Avoid ambiguous statements involving the use of the logical operators "and" and "or." Use the colon ":" to indicate the end of a series of "ands".

NOT OK: MATH 101-102 and PHYS 200 or CHEM 201  
OK:MATH 101, 102: or PHYS 200 and CHEM 201

- h. Use the hyphen only when the courses referenced are hyphenated.

NOT OK: MATH 101-102 or MATH 111-112 - where 101 and 102 are not hyphenated.  
OK:MATH 101, 102 or MATH 111-112

- i. The phrase "or equivalent" is permitted but discouraged since its use casts doubts as to what is considered "equivalent".

- j. Prerequisites for graduate level courses which include undergraduate courses only, should be listed as any other course.

OK:Prereq: CMPS 325,426(G)

It must be understood, however, that the undergraduate course prerequisite will not be entered as an ISIS prerequisite since undergraduate courses are not stored for graduate students.

- k. ACT test score or other test score cut-offs should be stated as an information item but ISIS may or may not be able to check these automatically.

OK:Prereq: ACT MATH score of 15 or greater.

- l. If a minimum grade is required, it must be stated.

OK:Prereq: Math 105 with a grade of C.

**6. Coreq:**

- a. This term, corequisite, should be used whenever concurrent enrollment in some other course is required, e.g.,

101.GENERAL ZOOLOGY..... Coreq: BIOL 151.

151.GENERAL ZOOLOGY LABORATORY..... Coreq: BIOL 101.

- b. Use the abbreviation in CAPS for the subject name, not the full name, e.g.,

NOT OK: Corequisite: Biology 151.

OK:Coreq: BIOL 151.

- c. Primary use will be for those lecture courses requiring concurrent enrollment in an associated laboratory course.

- d. A "Coreq" on a single course is not sufficient to indicate that the two courses must always be taken at the same time.

BIOL 101

BIOL 151

Coreq: BIOL 101

IS NOT THE SAME AS

BIOL 101

Coreq: BIOL 151

BIOL 151

Coreq: BIOL 101

**Pre or Coreq:**

The term "Pre or Coreq:" should be used to indicate that a requirement may be satisfied by either prior completion of or current enrollment in another course.

For example:      CHEM 221  
                        CHEM 222      Pre or Coreq:      CHEM 221

Indicates that 221 may be taken alone but that the lab 222 may not be taken unless the student has already completed 221 or is concurrently enrolled in 221.

**7. Restr:**

- a. Restrictions should be used when enrollment in a course is restricted to or is to exclude students in a specific college(s), a specific major(s), a specific classification(s), or when special permission is required.

- b. Example of a college restriction: Restr: available only to students in the College of Education.
- c. Example of a college exclusion restriction: Restr: Junior Division students are not permitted.
- d. Example of a major restriction: Restr: Mathematics majors only.
- e. Example of a major exclusion restriction: Restr: not available for Engineering students.
- f. Example of a classification restriction: Restr: seniors only.
- g. Example of a classification exclusion restriction: Restr: Freshman and Sophomores excluded.
- h. Example of a special permission:
  - Restr: permission of department head required.
  - Restr: permission of instructor required.
  - Restr: if prerequisites not met permission of instructor is required.

**8. Grading Options:**

- a. This is to be used only when the normal grading option is not used.
- b. Example CR/NC: Grading Option: CR/NC.

Note: Special permission to use the CR/NC grading option must be obtained from the Committee on Academic Affairs and Standards for undergraduate courses and/or the Graduate Council for graduate courses.

- c. Example of S/U: Grading Option: S/U.

Note: The use of the S/U grading option is restricted to 599, 699, 899, certain 594 Research Projects and certain graduate level music performance courses.

**9. Instruction Type(s):**

- a. This is to be used only when the normal lecture, lab instruction types are not used.
- b. Examples: Instruction Type: Internship  
Instruction Type: Student Teaching  
Instruction Type: Individual Instruction  
Instruction Type: Field Study  
Instruction Types: Lecture, Lab, Clinical

**10. Formerly: \_\_\_\_\_.**

- a. To be used if a course number is changed and the course title and content remain the same since the last printing of the catalog. This is very important since it indicates that the "Repeat Rule" should be applied. The course listed will be entered as an "Alias" in ISIS.
- b. This is primarily for the purpose of applying the repeat rule.
- c. Example: PHED 500 ----- Formerly: HPED 537.

**OTHER MISCELLANEOUS EXAMPLES:**

460. PARASITES AND PARASITIC DISEASES. (2,0,2). A study of parasites, both external and internal, affecting domestic livestock, their detection, prevention and treatments. Coreq: ANHB 461.
461. PARASITES AND PARASITIC DISEASES LABORATORY. (0,2,1). Coreq: ANHB 460.
- 306(G). GOVERNMENTAL ACCOUNTING. (3,0,3). Accounting principles for governmental units and agencies and nonprofit organizations; emphasis on fund theory and budgetary control.
100. FUNDAMENTALS. (2,0,2). As applied to the overall agricultural industry. Restr: Agriculture majors only. Grading Option: CR/NC.
- 431(G). MORPHOLOGY OF NON-VASCULAR PLANTS. (2,4,4). Life cycles, evolution, and recognition of representative algae, fungi, lichens, liverworts and mosses. Prereq: BIOL 102, 152. Restr: Junior Division students are excluded.
599. THESIS RESEARCH AND THESIS. (6). Grading Option: S/U.
207. INTRODUCTION TO PHYSICS I. (3,2,4)..
208. INTRODUCTION TO PHYSICS II. (3,0,3). Prereq: PHYS 207. Coreq: PHYS 218.
218. INTRODUCTION TO PHYSICS II LAB. (0,3,1). Prereq: PHYS 207. Coreq: PHYS 208.

**Curriculum Change Form****Martin Hall 239, Phone 482-1920**

The Curriculum Change form can be found on the University website, Academics.

**Curriculum Change Form****CURRICULUM CHANGE FORM**

CURRICULUM NAME

CURRICULUM CODE

YEAR: (Circle One)    **FRESHMAN\***    **SOPHOMORE\***    **JUNIOR\***    **SENIOR\*****\*The first and second semesters are now combined.**

Please do a separate sheet for changes in each different year of the same curriculum and for footnotes. Be sure to include course number, course title and credit.

**DELETE:** Enter here courses that you are deleting completely from this year; include course number, title and credit.**ADD:** Enter here only courses that you are adding to this year; include course number, title and credit.**CHANGE:** Enter here only those courses which are already in this year but which change number, title or credit.

SIGNATURE: Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

Academic Vice President \_\_\_\_\_ Date: \_\_\_\_\_

Revised: February, 2007

## **Footnote Change Form**

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**Martin Hall 239, Phone 482-1920**

The Footnote Change form can be found on the University website, Academics.

## Footnote Change Form