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| Sealsm | **THE UNIVERSITY OF LOUISIANA AT LAFAYETTE** |
|  | Appointment Form for Unclassified Personnel |
|  |  |  |  |  |  |  |  |  |
|  |  |  | (Date of Submission) |  |
|  |  |  |  |  |  |  |  |  |
|  | The following appointment is being recommended for your approval: |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Last Name |  | First Name |  | Middle Name |  | Date of Birth | Social Security Number |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |
| Recommended Rank/Title |  | Department Name and Account Number |
|  |  |  |  |  |
| [ ]  Full Time | [ ]  Part Time (Indicate Percentage: %) |  |  |  |
| Effective Date of Appointment: |  |  |  |  |  |  |
| If Temporary Appointment, Indicate Length of Appointment: | From: |  | To: |  |
|  |  |  |  |  |  |  |  |  |  |
| Salary: |  | Indicate if: | [ ]  Academic Year | [ ]  Semester | [ ]  12-Month (earns annual leave) |
|  |  |  | [ ]  12-Month (does not earn annual leave) | Other Salary Base: |  |
| Other Comments About Salary: |  |
|  |
| If Funding Is Not From Departmental Budget, Identify Source and/or Restricted Account: |
| Restricted Account: |  | Adjunct Funds: |  |  |
| University College Funds: |  | Other: |  |  |
| Identify Budget Position (New or Replacement-Submit Name Of Position Listed in Budget) |
|  |
|  |  |  |  |  |  |  |  |  |  |
| Educational Degrees: |  |  |  |  |  |  |  |
| Degree |  | Date | University | Major Area |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Degree Designations (Budgetary Purposes): [B; M; M+1; M+2; ABD; D] |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total years of full-time teaching experience (excluding G.A.): |  |  |  |
|  | Of the total, list number of years at UL Lafayette: |  | Other: |  |
| Total years of other professional-related experience: |  |  |  |
|  | Of the total, list number of years at UL Lafayette: |  | Other: |  |
|  |  |  |  |  |  |  |  |  |  |
| List Recent Appointments: |  |  |  |  |  |  |  |
|  | Years |  | Employer |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |
| If employed previously at UL Lafayette, indicate date |  | Department |  |
| And specify tenure probationary period |  |
|  |  |  |  |  |  |  |  |  |  |
| EEO Number |  |  |  |  |  |  |  |
| Current Address |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM ALL APPROPRIATE PARTIES INDICATED BELOW. IF THIS IS FOR A NEW POSITION, FORWARD TO EEO AFTER DEAN SIGNS.** |
|  |  |  |  |  |  |  |  |  |  |
| Recommendation of Employment submitted by:  |  |
|  |  |  |  |  |
|  | Title: |  | Date: |  |
|  |  |  |  |  |  |  |  |  |  |
| Approved by: |  | Date: |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Dean: |  |
|  |  |  |  |  |  |  |  |  |  |
| Equal Employment Opportunities Procedure Approval |  |  |  |  |  |
|  |  |  |  |
| Approved by: |  | Date: |  |
|  |  | EEO Officer |  |  |  |  |  |  |
|  |
| 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: |  |
|  |  | Assistant Vice-President, Office of Faculty Affairs |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Approved by: |  | Date: |  |
|  |  | Sponsored Programs Finance Administration and Compliance |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Approved by: |  | Date: |  |
|  |  | Vice President for: |  |
|  |  |  |  |  |  |  |  |  |  |
| Approved by: |  | Date: |  |
|  |  | Provost and Vice President for Academic Affairs |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Approved by: |  | Date: |  |
|  |  | President |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Tenure Review Code: |  |  |  | Personnel Action Approved |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| First Digit: | 0 – 1976 Tenure System |  |  |  |  |  |
|  | 1 – Old Tenure System |  |  |  |  |  |  |  |
| Second Digit: | 0 – Not on Tenure Track |  |  | Date |  | Initial |  |  |
|  | 1 – On Tenure Track |  |  |  |  |  |  |  |
|  | 3 – Tenured |  | Personnel: |  |  |  |  |  |
| Third Digit: | Semester of Tenure Review |  |  |  |  |  |  |  |
|  | 1 – Fall Semester |  | Payroll: |  |  |  |  |  |
|  | 2 – Spring Semester |  |  |  |  |  |  |  |
|  | 3 – Summer Semester |  | Master File: |  |  |  |  |  |
| Fourth and |  |  |  |  |  |  |  |  |  |  |
| Fifth Digits: | Year of Tenure Review |  | Board: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| cc: | Administrators Listed Above |  |  |  |  |  |  |
|  | Vice President for Administration and Finance |  |  |  |  |  |
| Revised: July 2015 |