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| Sealsm | | | | | | | **THE UNIVERSITY OF LOUISIANA AT LAFAYETTE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | Appointment Form for Unclassified Personnel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | The following appointment is being recommended for your approval: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Last Name | | | | |  | | | First Name | | | | | | |  | | Middle Name | | | | | | | |  | | Date of Birth | | | | | | | | Social Security Number | | | | | | | |
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| Recommended Rank/Title | | | | | | | | | | | | | | | | | | |  | | | Department Name and Account Number | | | | | | | | | | | | | | | | | | | | |
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| Full Time | | | | | | | Part Time (Indicate Percentage: %) | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | |  | |
| Effective Date of Appointment: | | | | | | | | | |  | | | | | | | | |  | | | | | | |  | | | | |  | | | | | |  | | | |  | |
| If Temporary Appointment, Indicate Length of Appointment: | | | | | | | | | | | | | | | | | | | | | | | From: | | | | |  | | | | | | | | To: | | |  | | | |
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| 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: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Educational Degrees: | | | | | | | | | | |  | | | | |  | | |  | | | | | | |  | | | | |  | | | | | |  | | | |  | |
| Degree | | |  | Date | | | | | University | | | | | | | | | | | | | | | | | | | | | | Major Area | | | | | | | | | | | |
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| Degree Designations (Budgetary Purposes): [B; M; M+1; M+2; ABD; D] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  |
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| 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: | | |  | | |
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| List Recent Appointments: | | | | | | | | | | |  | | | | |  | | |  | | | | | | |  | | | | |  | | | | | |  | | | |  | |
|  | Years | | | | | |  | | | | Employer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| If employed previously at UL Lafayette, indicate date | | | | | | | | | | | | | | | | | |  | | | | | | | | Department | | | | | | |  | | | | | | | | | |
| And specify tenure probationary period | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Recommendation of Employment submitted by: | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| Equal Employment Opportunities Procedure Approval | | | | | | | | | | | | | | | | | | |  | | | | |  | | |  | | | |  | | |  | | |
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| Does candidate meet the SACS teaching criteria at the | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | | | | | Undergraduate Level Only | | | | | | | | | | | Undergraduate/Graduate Level | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | Pending the receipt of an official transcript by: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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|  | | | | |  | Assistant Vice-President, Office of Faculty Affairs | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
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|  | | | | |  | Vice President for: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | |  | Provost and Vice President for Academic Affairs | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
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|  | | | | |  | President | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
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| Tenure Review Code: | | | | | | | | | |  | | | | |  | | | |  | | Personnel Action Approved | | | | | | | | | | | | |  | |  |
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| 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: | | | | | |  | | | |  |  | | | |  | |  |
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| cc: | | Administrators Listed Above | | | | | | | | | | | | |  | | | |  | | | | |  | | |  | | | |  | | |  | | |
|  | Vice President for Administration and Finance | | | | | | | | | | | | | | | | | |  | | | | |  | | |  | | | |  | | |  | | |
| Revised: July 2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |