PERSONNEL AFFAIRS COMMITTEE
(Following the Finance and Audit Committee)
Friday, October 16, 2009
Board of Supervisors’ Meeting Room
2nd Floor, J. S. Clark Administration Building
Southern University - Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
   A. Appointment(s)
      1. Interim Registrar/Assistant Director of Records, SUNO
      2. Assistant Professor, Child Development and Family Studies, SUNO
   B. Leaves of Absence
      1. SUBR
6. Informational Items
7. Other Business
8. Adjournment

MEMBERS
Atty. Walter C. Dumas (Chairman); Mrs. Lea P. Montgomery (Vice Chair); Mr. Richard Caiton, Jr., Atty. Randal L. Gaines, Ms. Raushanah S. Hunter, Mr. Myron K. Lawson, Atty. Patrick D. Magee; Mr. Darren G. Mire, Atty. Tony Clayton, Ex Officio
SOUTHERN UNIVERSITY SYSTEM

PERSONNEL
Item 5A(1.)

Profile of Person Recommended

Length of Employment 7/1/2008 To 06/30/2009
Effective Date 06/11/2009 - 6/30/2009

Name Gilda Davis
SS# xxx-xx- 5384 Sex Female Race* Black

Position Title: Interim Registrar/Asst. Director of Records
Department: Registrar's Office

Check One X Existing Position *Visa Type (See Reverse Side): US

Southern University Experience

Years Experience 34.00
Degree(s): Type/Discipline (BA-Education):
BA - Business Administration
MA - Criminal Justice

Current Employer Southern University at New Orleans

Personnel Action

Check One ______ New Appointment ______ Continuation ______ Sabbatical
______ Transfer X Replacement ______ Other (Specify)

Recommended Salary $52,453.00

Source of Funds State
Identify Budget: General Fund
Form Code: BOR 10
Page 12/2005 Item # 182

Change of:
From Assistant Director of Records
To Interim Registrar/Asst. Director of Records

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:
*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Source of Funds Amount
216504 $34,458.00

Chairman/S.U. Board
Date 9/1/09

President
Date 9/1/09
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

- Hispanic or Latino
- Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday – 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. Donna M. Grant

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE CODES EXPIRES

United States Citizen/Certificate of Naturalization  FUND AVAILABLE
Resident Alien
H-1 Visa (Distinguished Merit & Ability) H1
J-1 Visa (Exchange Visitor Program) J1 SEP 03 2009
F-1 Visa (Student Emp. FT Student at S.U.) F1 ADMINISTRATION & FINANCE
OPT (F-1 Visa INS Prior Approval-"Practical Work Experience")

Do Not Write Below This Area

For Human Resource And Budgetary Control Use Only!

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

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

Rev. 6/30/2005
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR

Interim Registrar
Registar's Office
(Department or Other Unit)

☐ Replacement ☐ New Position* ☒ Unclassified
☐ Civil Service ☐ Temporary ☐ Faculty
☐ Tenured ☐ Probationary (For Faculty this is same as tenure track)

☑ State ☐ Grant-in-Aid ☐ System Revenue
☐ Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

(Includes rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).

Present registrar is out on extended sick leave. Requesting permission to hire Interim Registrar for the dates of June 10, 2009 - August 28, 2009.

Budget Code: 2-10504
Salary/Range: 52,453.00

☑ Approved ___ Disapproved

Department Head
Date

☑ Approved ___ Disapproved

Dean/Director/Supervisor of Budget Unit
Date

COMPTROLLER'S OFFICE ONLY
Funds Available

☐ Yes ☐ No

Signature Date

Budget Number

☑ Approved ___ Disapproved

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

☐ Yes ☐ No

Job Code: Cal Id: Job Class:

Verified By: Date:

☑ Approved ___ Disapproved

Vice Chancellor
Date

☑ Approved ___ Disapproved

Chancellor/Vice President
Date

☑ Approved ___ Disapproved

President
Date

An Equal Opportunity Employer

Rev 7/13/2005
### Profile of Person Recommended

**Name:** Gilda Davis  
**SS#:** xxx-xx-5384  
**Sex:** Female  
**Race:** Black

**Position Title:** Interim Registrar/Asst. Director of Records  
**Department:** Registrar’s Office

**Check One:**  
- [X] Existing Position  
- *Visa Type (See Reverse Side):** US

**Length of Employment:** 07/01/2009 - 06/30/2010

**Effective Date:** 07/01/2009 - 08/28/2009

**Years Experience:** 34.00  
**Southern University Experience:** 34.00

**Degree(s):**  
- Type/Discipline (BA-Education): BA – Business Administration  
- Institution/Location (SU-Baton Rouge): Southern University at New Orleans

**Current Employer:** Southern University at New Orleans

### Personnel Action

**Check One:**  
- [X] Continuation  
- [ ] Sabbatical  
- [ ] Other (Specify)

**Recommended Salary:** $52,453.00  
**Salary Budgeted:** $52,453.00

**Source of Funds:** State  
**Identify Budget:** General Fund  
**Form Code:** BOR 10  
**Location:** 210204  
**Page:** 12/2005  
**Item #:** 153

**Financial Aid signature (if, applicable):**

**List total funds currently paid this employee by Southern University:**

**Comments: (Use back of form)**

**Graduate School signature (if, applicable):**

**Supervisor:**  
**Vice Chancellor:**  
**Director/Personnel:**  
**President:**

**Dean/Unit Head:**  
**Chancellor:**

**Chairman/S.U. Board Of Supervisor:**
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- [ ] American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognitions.

**COMMENTS:**

This PAF is a continuation of the 1st PAF dated 6/11 thru 6/30/2009; the fiscal year ended 6/30/09. Another PAF was needed for the next fiscal year to extend the dates out.

**EMPLOYEE REGULAR WORK SCHEDULE:**

- Monday – Friday – 8:00 a.m. – 5:00 p.m.

**EMPLOYEE DIRECT SUPERVISOR:**

- Dr. David S. Adegbeye

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

- 5

**HR USE ONLY:**

- STATUS (circle one): EXEMPT NON-EXEMPT

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

**TYPE**

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

**CODES**

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<thead>
<tr>
<th>CODE</th>
<th>EXPIRES</th>
</tr>
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<tbody>
<tr>
<td>H1</td>
<td>SEP 03 2009</td>
</tr>
<tr>
<td>J1</td>
<td></td>
</tr>
<tr>
<td>F1</td>
<td></td>
</tr>
</tbody>
</table>

**Funds Available**

**ADMINISTRATION & FINANCE**

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

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

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

Rev. 6/30/05
**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

**Position Number**

<table>
<thead>
<tr>
<th>CAMPUS:</th>
<th>SUBR</th>
<th>SULAC</th>
<th>SUAREC</th>
<th>SUNO</th>
<th>SUSLA</th>
</tr>
</thead>
</table>

**Employment Category:**

- Academic
- Temporary
- Tenured
- Tenured Track
- Other (Specify)

- Non-Academic
- Part-Time (% of Full Time)
- Undergraduate Student
- Graduate Assistant
- Other Return To Work

**Previous Employee:** Gilda Davis

**Date Left:** N/A

**Reason Left:** N/A

**Salary Paid:** $52,453.00

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**Profile of Person Recommended**

**Length of Employment:** 07/01/2009

**Effective Date:** 08/29/2009 - 10/02/2009

**Name:** Gilda Davis

**SS#:** xxx-xx-5384

**Sex:** Female

**Race:** Black

**Position Title:** Interim Registrar/Asst. Director of Records

**Department:** Registrar's Office

**Check One:**

- X Existing Position

**New Position**

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

**Expiration Date:** SEP 17 2009

**Vice Chancellor for Administration & Finance**

**Years Experience:** 34.00

**Southern University Experience:** 34.00

**Degree(s):**

- Type/Discipline (BA-Education):
- Institution/Location (SU-Baton Rouge):

- BA - Business Administration

- Southern University at New Orleans

- MA - Criminal Justice

- Southern University at New Orleans

**Current Employer:** Southern University at New Orleans

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**Personnel Action**

**Check One:**

- New Appointment
- Continuation
- Sabbatical
- Leave of Absence

- Transfer
- Replacement
- Other (Specify)

**Recommended Salary:** $52,453.00

**Salary Budgeted:** $52,453.00

**Source of Funds:** State

**Identify Budget:** General Fund

**Form Code:** BOR 10

**Change of:**

**Position**

**Status**

**Salary Adjustment**

---

**Financial Aid signature (if, applicable):**

List total funds currently paid this employee by Southern University:

*See Reverse Side

**Comments (Use back of form)**

*See Reverse Side

**Graduate School signature (if, applicable):**

---

**Supervisor:**

**Date:** 09-17-09

**Dean/Util Head:**

**Date:** 09-17-09

**Chancellor:**

**Date:** 09-17-09

**Vice Chancellor/Finance:**

**Date:** 09-17-09

**President:**

**Date:** 09-17-09

**Chairman/S.U. Board:**

**Date:** 09-17-09
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- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS: This PAF is a continuation of Interim Registrar/Asst. Director duties until 10/02/2009.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday – 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Dr. David S. Adegbeye

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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CLASS OF EMPLOYMENT (Visa Status):

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<td>F-1 Visa (Student Emp. PT Student at S.U.)</td>
<td></td>
<td></td>
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<tr>
<td>OPT (F-1 Visa-INS Prior Approval: &quot;Practical Work Experience&quot;)</td>
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PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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

Rev. 6/03/2005
PERSONNEL
Item 5A(2.)

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  1  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  x  12-MONTH  OTHER  (Specify)  

x  Academic  Non-Academic

Temporary  Part-Time (% of Full Time)

Tenured  Undergraduate Student

x  Tenured Track  Graduate Assistant

Other (Specify)  Retiree Return To Work

Previous Employee  N/A  SEP 2 4 2009  Reason Left

Salary Paid

Date Left

Profile of Person Recommended

Length of Employment 10/01/2009  To 05/15/2010

Effective Date 10/01/2009

Name  Dr. Sherry Dale Bachus  SS# xxx-xx-6762  Sex  Female

Position Title:  Assistant Professor Child Development & Family Studies  Department:  Child Development & Family Studies

Check One  Existing Position  +Visa Type (See Reverse Side):  US

x  New Position

Expiration Date:

Years Experience 0  Southern University Experience 0

Degree(s): Type/Discipline (BA-Education):  Institution/Location (SU-Baton Rouge):

Ph.D. Counselor Education  University of New Orleans

M.Ed.- Counselor Education  University of New Orleans

M.A. - Curriculum and Instruction  Xavier University New Orleans

Current Employer  American Active Rehab., Inc.  Gretna, LA

Personnel Action

Check One  x  New Appointment  Continuation  Sabbatical  Leave of Absence

Transfer  Replacement  Other (Specify)

Recommended Salary $52,000.00  Salary Budgeted $53,625.00

Source of Funds

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor  Date  Dean/Unit Head  Date

Vice Chancellor  Date  Vice President/Finance  Date

Director/Personnel  Date  Business Affairs/Comptroller  Date

President  Date  Chairman/S.U. Board  Date
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**ETHNIC ORIGIN (Please check one):**

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- [x] Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

**COMMENTS:**

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**EMPLOYEE REGULAR WORK SCHEDULE:**

- 8am-5pm
- M Tu W Th F

**EMPLOYEE DIRECT SUPERVISOR:**

- Dr. Pamela Wang

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

- 

**HR USE ONLY: STATUS (circle one):**

- [x] EXEMPT
- [ ] NON-EXEMPT

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<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
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<td>SEP 21 2009</td>
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- [ ] Proposed Employee Clearance
- [ ] Restricted Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 5/30/2005
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

Job Code 321499

SUBR X SULAC SUAREC SUNO SUSLA

9-MONTH 12-MONTH OTHER (Specif)

Academic Temp

Tenured Undergraduate Student

Tenured Track

Graduate Assistant

Retire Return To Work

Civil Service Restricted

RECEIVED

SEP 15 2009

Job Appointment Probationary Permanent Status

OFFICE OF THE CHANCELLOR

Reason Left Sabbatical Leave

Salary Paid

Profile of Person Recommended

Length of Employment August 14, 2009 To January 17, 2010
Effective Date August 14, 2009

Name Jin T. Wang
SS# xxx-xx-7973
Sex M Race Asian

Position Title: Professor
Department: Physics

_X Existing Position

_New Position

_Years Experience 46 years Southern University Experience 14 years

Expiry Date:

Visa Type (See Reverse Side): U S

PhD Physics/Solid State

MS Physics/Solid State

MS Engineering Mechanics

Southern University at Baton Rouge

Personnel Action

Check One New Appointment Transfer

Continuation X Sabbatical Other (Specify)

Leave of Absence

Recommended Salary $7749.78 Per Month Salary Budgeted $34,874

Source of Funds 16872

Identify Budget: Location

Form Code:

Page Item #

Change of:

From

To

Financial Aid signature (If applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (If applicable):

Deakng Head 9/14/09
Vice Chancellor 9/14/09
Director/Personnel 9/14/09
President 9/14/09

Chairman/S.U. Board of Supervisors Date

+ Initially submitted on 08/16/09
ETHNIC ORIGIN (Please check one):

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

COMMENTS: This appointment is contingent on the availability of funds.

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 – 5:00 (M-F)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Diola Bagayoko – Department Chair

NUMBER OF EMPLOYEES SUPERVISED, (If any)

2

HR USE ONLY: STATUS (circle one):

- EXEMPT
- NON-EXEMPT

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J-1 Visa (Exchange Visitor Program)
F-1 Visa (Student Emp. FT Student at S.U.)
OPT (F-1 Visa-INS Prior Approval – ‘Practical Work Experience’)

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

Revised: 8/30/2005
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM
RECEIVED

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

Name of Employee: Jin T. Wang
SSN: 516-96-7973

Address: 18529 Manchac Lake Dr., Prairieville, LA 70769
Phone: 225-278-6623

Title: Professor
Highest Degree: Ph.D.

Birth Date: 11/24/1941

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 14

EFFECTIVE DATE OF LEAVE: 08/14/2009 ANTICIPATED RETURN DATE: 01/12/2010

Purpose of leave requested (click one):
a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
b. Rest and Recuperation (Statement from two (2) physicians* must be attached)
c. Independent Study or Research Statement
d. Military
e. Maternity (Statement from one (1) physician* must be attached)
*must be attending physician

TYPE OF LEAVE REQUESTED (check one):
a. with pay X
b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 20 (one semester)

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Retirement</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>State Retirement</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Group Insurance</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>Elected Supplemental Benefits</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

09/14/09*

DATE

J. T. Wang

SIGNATURE OF APPLICANT

----------------------------------------------------------------------------------------
PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: Not Applicable
Purpose of Last Leave:

TYPE OF LAST LEAVE:

With pay

Without Pay

Amount: 

Length of last leave: 

Signature of Chairperson

Signature of College Dean

Signature of Chief Academic Officer

09/14/09**

DATE

Signature of Campus Chancellor

Signature of System President

09/30/09

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

* First signed on 06/22/09 by 7/11

** Contained on 07/15/09
# Personnel Action Form

**Southern University System**

**Personnel Action Form**

**Position Number:** 44

**Campus:** SUS

**Job Class:**

<table>
<thead>
<tr>
<th>JOB CODE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employment Category:**

- [X] 9-Month
- [X] 12-Month
- [ ] Other (Specify)

- [X] Academic
- [ ] Non-Academic

- [X] Temporary
- [ ] Part-Time (75% of Full Time)

- [X] Tenured
- [ ] Undergraduate Student

- [X] Tenured Track
- [ ] Graduate Assistant

- [ ] Other (Specify)
- [ ] Retiree Return to Work

**Previous Employee:** N/A

**Date Left:** N/A

**Reason Left:** N/A

**Salary Paid:** N/A

### Profile of Person Recommended

**Length of Employment:** August 6, 2009

**Effective Date:** August 6, 2009

**To:** May 21, 2010

**Name:** Shirley Buckles

**SS#:** xxx-xx-4130

**Sex:** F

**Race:** B

**Position Title:** High School Math Instructor

**Department:** The Laboratory School

**Check One:**

- [X] Existing Position
- [ ] New Position

**Expiration Date:**

- [ ] Visa

**Type (See Reverse Side):**

**Southern University Experience:** 06

**Year:** 1968

**Years Experience:** 37

**Degree(s):**

- Type/Discipline (BA-Education):
- Institution/Location (SU-Baton Rouge):
- Southern University

- Years: 1968

**Current Employer:** Southern University-The Laboratory School

### Personnel Action

**Check One:**

- [X] New Appointment
- [ ] Continuation
- [ ] Sabbatical
- [ ] Leave of Absence

**Recommended Salary:** $57,000.00

**Salary Budgeted:** $57,000.00

**Source of Funds:** General Fund

**Identify Budget:** 02-2-10849

**Form Code:** 1800

**Location:** Laboratory School

**Page:** Item #

**Change of:**

**From:**

**To:**

**Position:**

**Status:**

**Salary Adjustment:**

**Financial Aid Signature (if applicable):**

**General Fund:** $57,000.00

**List total funds currently paid this employee by Southern University:**

**Source of Funds**

**Amount**

- [ ] General Fund

**Source of Funds**

**Amount**

**Comments:** (Use back of form)

**See Reverse Side**

**Graduate School Signature (if applicable):**

**Supervisor:**

**Date:**

**Dean/Unit Head:**

**Date:**

**Chancellor:**

**Date:**

**Vice President/Finance:**

**Date:**

**Business Affairs/Controller:**

**Date:**

**Chairman/S.U. Board:**

**Date:**

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

**ETHNIC ORIGIN (Please check one):**

- Hispanic or Latino
- Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

- White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

Math Instructor taking a semester's leave (August 6, 2009-January 7, 2010) for surgery and recuperation

**EMPLOYEE REGULAR WORK SCHEDULE:**

7:30 a.m. - 3:30 p.m. - Monday-Friday

**EMPLOYEE DIRECT SUPERVISOR:**

Mrs. Josie M. Williams

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

**HR USE ONLY: STATUS (circle one):**

- EXEMPT
- NON-EXEMPT

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

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

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

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

[Signature]

Rev. 8/20/2009
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Campus: Baton Rouge Campus

Name of Employee: Shirley S. Buckles

Title: Instructor

Highest Degree: M. Ed.

Birth Date: Month August Day 19 Year 1947 Age 61

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 6

Purpose of leave Requested (check one):
   a. Professional or Cultural Improvement
   b. Rest and Recuperation
   c. Independent Study or Research
   d. Military
   e. Maternity

TYPE OF LEAVE REQUESTED (check one):
   a. with pay
   b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks) 21

EFFECTIVE DATE OF LEAVE: 8/6/09

(Not to exceed 36 weeks)

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

Resting and recuperating from surgery

*****************************************************************************

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Comptroller's Office in Advance)
   Teacher Retirement Yes No
   Group Insurance Yes No

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

DATE 7/30/09

Shirley S. Buckles
SIGNATURE OF APPLICANT

*****************************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:
Date of Last Leave: NA
Purpose of Last Leave:

TYPE OF LAST LEAVE:
   With pay
       Amount: $________
   Without Pay
   Length of last leave:

*****************************************************************************

Signature of Chairperson
Signature of College Dean
Signature of Chief Academic Officer
Signature of Campus Chancellor
Signature of System President

*****************************************************************************

Signature of Appropriate Committee Chairperson
Signature of Chairman of the Board

DATE

*****************************************************************************

Date

PROFILE OF PERSON RECOMMENDED

Length of Employment: August 7, 2009
Effective Date: August 7, 2009

Name: Sylviane Nagund-Kalenga Greensword
SS#: XXX-XX-3338
Sex: F
Race*: B

Position Title: French Instructor
Department: THE LABORATORY SCHOOL

Check One X Existing Position

New Position
(Position vacancy authorization form must be processed and approved to fill this position. New position. Position must be advertised before processing PAF, if applicable.)

Years Experience: 03
Southern University Experience: 03

Degree(s):
Type/Discipline (BA-Education): BS-LIBERAL ARTS
Institution/Location (SU-Baton Rouge): LOUISIANA STATE UNIVERSITY
Year: 2004

MA-LIBERAL ARTS
Year: 2006

Current Employer: SOUTHERN UNIVERSITY LABORATORY SCHOOL

Personnel Action

Check One New Appointment
Transfer
Continuation
Sabbatical
Leaves of Absence
X Other (Specify)

Recommended Salary: $40,000.00
Salary Budgeted: $40,000.00

Source of Funds: GENERAL

Identify Budget: 10849
Form Code:
Page
Location
Item #

Change of:
From
To

Position
Status
Salary Adjustment

Financial Aid Signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School Signature (if applicable):

Supervisor: Diane Gumbau
Date: 8/12/09

Dean/Unit Head: Reuben D. Pinder
Date: 5/9/09

Vice Chancellor: J. Wesley McElroy
Date: 5/9/09

Director/Personnel:

President:
Date: 10/6/09

Vice President/Finance:
Date: 10/6/09

Chancellor: Art Enwright
Date: 10/6/09

Vice President/Finance/Comptroller:
Date: 10/6/09

Chairman/S.U. Board of Supervisors:
Date: 10/6/09

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

ETHNIC ORIGIN (Please check one):
Hispanic or Latino
Non-Hispanic or Non-Latino

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

COMMENTS:
Mrs. Greensword will be out on maternity leave from August 7, 2009 – November 2, 2009.

EMPLOYEE REGULAR WORK SCHEDULE: 7:30 a.m. – 3:30 p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Judith Williams/Dr. Derek J. Morgan
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 3x3490
NUMBER OF EMPLOYEES SUPERVISED, (if any): 
HIR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>US</td>
</tr>
<tr>
<td>Resident Alien</td>
<td>RA</td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
<td>H1</td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td>J1</td>
</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
<td>F1</td>
</tr>
<tr>
<td>OPT (F-1 Visa-INS Prior Approval- “Practical Work Experience”)</td>
<td>F0</td>
</tr>
</tbody>
</table>

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

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

Rev. 07/24/2007
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNICE OF THE CHANCELLOR ___

Name of Employee: Sylviane Ngandu-Kalenga Greensword SSN: 662-07-8338


Title: French Instructor Highest Degree: Master's

Birth Date: 09/09/1982

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 3

EFFECTIVE DATE OF LEAVE: 08/07/2009 ANTICIPATED RETURN DATE: 11/02/2009

Purpose of leave Requested (click one):

a. Professional or Cultural Improvement (Must have prior approval from Chancellor)
   
   Rest and Recuperation (Statement from two (2) physicians* must be attached)
   
   Independent Study or Research Statement
   
   Military
   
   Maternity (Statement from one (1) physician* must be attached)
   *
   *must be attending physician

TYPE OF LEAVE REQUESTED (check one):

a. with pay ✓
   
   b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks)

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT: Rest required due to preterm labor symptoms; physical and emotional preparation for and recovery from delivery

**************************************************************

DO YOU WISH TO RETAIN FRINGE BENEFITS? (if yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in Advance)

Teacher Retirement  Yes ___ No ___

State Retirement  Yes ___ No ___

Group Insurance  Yes ✓ No ___

Elected Supplemental Benefits  Yes ✓ No ___

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence:

8/7/09

SIGNATURE OF APPLICANT

**************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 08/11/2008-10/06/2008

Purpose of Last Leave: Maternity

TYPE OF LAST LEAVE:

✓ With pay

Amount: ______________

Without Pay

Length of last leave: ______________
Personnel Action Form

Profile of Person Recommended

Length of Employment: September 9, 2009
Effective Date: September 9, 2009

Name: Diane Keithly
SS#: 474-12-0067
Sex: F
Race: W

Position Title: Professor
Department: Sociology

Check One: X New Position
(If this position is new, please provide a description.)

Years Experience: 21
Southern University Experience: 15

Degree(s): B.A. Sociology
M.A. Sociology
Ph.D. Sociology
Institution/Location (SU-Baton Rouge): University of New Orleans

Current Employer: Southern University

Recommended Salary: $27,473.00
Salary Budgeted: $27,473.00

Source of Funds: 10875
Identify Budget: 10875 Sociology
Form Code: Page 1 Location 210 Higgins Hall

Change of:
From
To

Financial Aid signature (if applicable):

Graduate School signature (if applicable):

Supervisor:
Date: 9/10/09

Dean/Acting Dean:
Date: 7/22/98

Chairman/President:
Date: 10/6/09

Chancellor:
Date: 3/27/03

Vice President/Finance:
Date: 6/26/09

Vice President/Comptroller:
Date: 5/8/09

Registrar:
Date: 10/6/09

Vice Chancellor:
Date: 3/27/03

Registrar:
Date: 9/9/09

Chairman/S.U. Board of Supervisors:
Date: 10/6/09

Course Code:

Comments: (Use back of form)
This information is requested solely for the purpose of determining compliance with Federal Civil Rights laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

- Hispanic or Latino
- Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Dr. Keithly is on Medical Leave.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Christopher N. Hunte

NUMBER OF EMPLOYEES SUPERVISOR, (if any) 10

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

Funds Available
Office of the Comptroller
Southern University System

[Signature]

[Date]

[Department Name]

Funds + Contracts Section

Rev 9/14/2009
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Campus: SUS __ SUBR ✓ SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

Name of Employee: Diane Keithly ID: 102-05-429

Address: 13913 Hootell Court, Baton Rouge, LA Phone: (225) 964-8174

Title: Professor of Sociology Highest Degree: Ph.D.

Birth Date: November 1, 1950

NO OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 15

EFFECTIVE DATE OF LEAVE: 9/9/2009 ANTICIPATED RETURN DATE: 1/10/2010

Purpose of leave requested (check one):

a. Professional or Cultural Improvement (Must have prior approval from Chancellor)

b. Rest and Recuperation (Statement from two (2) physicians must be attached) ✓

c. Independent Study or Research Statement

d. Military

e. Maternity (Statement from one (1) physician* must be attached)

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

a. With pay ✓
b. Without pay __

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 15

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:

******************************************************************************

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in advance.)

Teacher Retirement Yes ✓ No

State Retirement Yes No

Group Insurance Yes ✓ No

Elected Supplemental benefits Yes No

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

9/15/2009

Diane Keithly

SIGNATURE OF EMPLOYEE

******************************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: Fall 1998

Purpose of Last Leave: Medical Leave

TYPE OF LAST LEAVE:

With pay ✓ Amount: $____

Without pay ___

Length of last leave: 6 Weeks

******************************************************************************

Signature of Chairman

Signature of College Dean

Signature of Chief Academic Officer

Signature of Campus Chancellor Date

Signature of System President Date

******************************************************************************

Signature of Appropriate Committee Chairperson Date

Signature of Chairman of the Board Date
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

CAMPUS: SUS
SUBR
EMPLOYMENT CATEGORY: Academic

Previous Employee: Ella L. Kelley
Date Left: N/A
Salary Paid: 69,748.9

Profile of Person Recommended
Length of Employment: 8/10/09
Effective Date: 8/10/09

Name: Ella L. Kelley
IDM: xxx-xx-8700
Sex: Female
Race: Black

Position Title: Professor of Chemistry
Department: Chemistry

Check One: X Existing Position
New Position

*Visa Type (See Reverse Side):
Expiration Date:

Years Experience: 26
Southern University Experience: 26

Degree(s): Type/Discipline (BA-Education):
BS-Chemistry
MS-Chemistry
PhD-Chemistry

Current Employer: Southern University at Baton Rouge

Personnel Action
Check One: New Appointment
Transfer
Sabbatical
X Other (Specify)
Leave of Absence

Recommended Salary: $34,874
Salary Budgeted: $34,874

Source of Funds: State of Louisiana

Identify Budget: 10869
Page: 1

Change of:
From
To

Position
Status
Salary Adjustment
Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Supervisor:
Date: 9/18/07

Dean/Unit Head:
Date: 9/21/07

Vice Chancellor:
Date: 9/21/09

Chancellor:
Date: 9/21/09

Vice President/Finance:
Date: 9/21/09

Business Affairs/Comptroller:
Date: 9/21/09

Chairman/S.U. Board of Supervisors:
Date: 9/21/09
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

**ETHNIC ORIGIN (Please check one):**

- Hispanic or Latino
- Non-Hispanic or Non-Latino  

**RACE (Please check all that apply):**

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black. Not of Hispanic origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**Comments:**

In the fall of 2009, Dr. Ella Kelley is on medical leave.

**EMPLOYEE REGULAR WORK SCHEDULE:**

Not applicable: employee on medical leave.

**EMPLOYEE DIRECT SUPERVISOR:**

Dr. Michelle Claville, Chairperson of Chemistry

**NUMBER OF EMPLOYEES SUPERVISED (If any):**

**STATUS (Circle one):**

- EXEMPT
- NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT:**

**NAME:**

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

**CODE**

RECEIVED SEP 29 2009

Southern University - Budget Office
Baton Rouge Campus

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**Do Not Write Below This Area**

For Human Resource Budgetary Control Use Only.

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

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

**Funds Available**

ORICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

S/06/105

Rev. 8/36/2005
REQUEST FOR LEAVE OF ABSENCE FORM  
SOUTHERN UNIVERSITY SYSTEM

Campus: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

Name of Employee: ELLA L. KELLEY
SSN: 433-78-8700

Address: P. O. Box 11776, Southern University, Baton Rouge, LA 70813
Phone: 225-802-9642

Title: Professor of Chemistry
Highest Degree: Ph.D.

Birth Date: 10-05-1948

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 23

EFFECTIVE DATE OF LEAVE: 08-10-2009  ANTICIPATED RETURN DATE: 10-10-2010

Purpose of leave requested (check one):

a. Professional or Cultural Improvement (Must have prior approval from Chancellor)

b. Rest and Recuperation (Statement from two (2) physicians must be attached)

C. Independent Study or Research Statement

d. Military

c. Maternity (Statement from one (1) physician must be attached)

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

a. With pay  

b. Without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 22

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT: Resting and Recuperating

****************************************************************************************************

DO YOU WISH TO RETAIN FRINGE BENEFITS? (If yes, total contribution of premium must be paid to Human Resources/Comptroller's Office in advance.)

Teacher Retirement  Yes  No
State Retirement  Yes  No
Group Insurance  Yes  No
Elected Supplemental benefits  Yes  No

I hereby agree to comply with the provisions of the Southern University Board of Supervisors' policy on leaves of absence.

Signature of Applicant

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PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave:
Purpose of Last Leave:

TYPE OF LAST LEAVE:

With pay

Without pay  Amount: $ __________

Length of last leave: __________

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Signature of Chairperson  9/15/09
Signature of College Dean  9/21/09
Signature of Chief Academic Officer

Signature of Campus Chancellor  1/17/09
Date

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Signature of System President  Date

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Signature of Appropriate Committee Chairperson  Date

Signature of Chairman of the Board  Date