

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance and Audit Committee)

Friday, February 26, 2010

Board of Supervisors' Meeting Room

J. S. Clark Administration Building – Second Floor

Southern University and A & M College

Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Appointments
 1. Dean of the College of Arts & Humanities, SUBR
 2. Associate Executive Director of Trio Community Outreach Programs/Director of Educational Opportunities Center Program, SUSLA
 - B. Leaves of Absence
 1. Executive Assistant, Academic Affairs, SUBR
 2. Professor of Public Policy, SUBR
 3. Assistant to the Executive Director, SU System Foundation
 4. Professor of Sociology, SUBR
 5. Associate Professor of Mass Communication, SUBR
 6. Professor of Physics, SUBR
 - C. Salary Adjustment(s)
 1. Assistant Professor, Graduate Nursing Department, SUBR
6. Other Business
7. Adjournment

MEMBERS

Mr. Richard J. Caiton, Jr. -Chairman, Mr. Darren G. Mire-Vice Chairman

Ms. Raushanah S. Hunter, Mr. Myron K. Lawson, Mr. Patrick D. Magee

Atty. Tony M. Clayton, Ex Officio



Office of the Chancellor
P. O. Box 9374
[225] 771-5020
FAX [225] 771-2018

February 18, 2010

Dr. Kassie Freeman, Interim President
Southern University System
J. S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

RE: Recommendation for Dean, College of Arts and Humanities

Dear Dr. Freeman:

I am in receipt of the recommendation of Dr. Mwalimu J. Shujaa, Executive Vice-Chancellor and Provost, for the appointment of a new dean of the College of Arts and Humanities.

Based upon the recommendation of Dr. Shujaa, I recommend Dr. Joyce O'Rourke for the position of Dean, College of Arts and Humanities. Dr. O'Rourke has 24 years of experience at Southern University and A & M College and has been serving as interim dean since the position became vacant in 2009. While serving as interim dean, she has continued to serve as chairperson of the Department of Speech and Theatre.

It is my hope this recommendation meets your approval.

Sincerely,

Kofi Lomotey
Chancellor



Office of Academic & Student Affairs
P.O. Box 9820
Baton Rouge, Louisiana 70813

Voice: (225) 771-2360
FAX: (225) 771-2018

RECEIVED

FEB 09 2010

OFFICE OF THE CHANCELLOR

Memorandum

Date: February 9, 2010

To: Kofi Lomotey, Chancellor

From: Mwalimu J. Shujaa, Executive Vice Chancellor and Provost

Re: Dean, College of Arts & Humanities, Search and Advisory Committee Report

I have received the final report from Dr. Linda E. Lassiter, the chairperson of the Search and Advisory Committee charged with recommending a new dean of the College of Arts and Humanities. I have accepted the committee's recommend and am pleased to recommend to you Dr. Joyce W. O'Rourke. The suggested salary is \$89,050.

Dr. O'Rourke has 24 years of experience at SUBR. Her initial appointment was as an Assistant Professor of Speech and Theater in 1987. She served as coordinator of the Speech and Theater program when it was housed under the Department of Visual and Performing Arts from 1996-98. From 1998-2005, Dr. O'Rourke was chairperson of the Department of Visual and Performing Arts. Since 2005, has been the chairperson of the Department of Speech and Theatre. It is worthy of mention that during 2005-2009, Dr. O'Rourke served as interim chairperson of the Department of Music while also chairing the Department of Speech and Theatre.

Appointed as interim dean of the College of Arts and Humanities in 2009, Dr. O'Rourke continued to serve as chairperson of the Department of Speech and Theatre. Her experience as a leader at the departmental level in the College of Arts and Humanities helped her to function very effectively as the College's interim dean. Among the documents accompanying this memorandum are several pages of comments emailed to Dr. Lassiter following Dr. O'Rourke's presentation to the faculty of the College of Arts and Humanities as a candidate for its deanship.

I believe that Dr. Lassiter and the members of the Search and Advisory handled a very difficult task with thoroughness and professionalism. I ask that you support my recommendation with your own recommendation to the Southern University System President and Board of Supervisors.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input checked="" type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Richard Webb Reason Left Retired
 Date Left 07/31/09 Salary Paid \$95,655.00

Profile of Person Recommended

Length of Employment 01/01/10 To 12/31/10
 Effective Date 01/01/10

Name Joyce O'Rourke SS# xxx-xx-0535 Sex F Race* B
 (Last 4 digits only)

Position Title: Dean Department: Arts & Humanities

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____

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

Years Experience 41 Southern University Experience 24

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A.-English</u>	<u>Talladega College</u>	<u>1962</u>
	<u>M.A.-Speech & Theatre</u>	<u>University of Alabama</u>	<u>1968</u>
	<u>Ph.D.-Theatre</u>	<u>Louisiana State University</u>	<u>1988</u>

Current Employer Sothern University Baton Rouge

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary \$89,050.00/12 months Salary Budgeted \$89,050.00

Source of Funds State

Identify Budget: Arts & Humanities Location _____
 Form Code: 10887 Page _____ Item # _____

Change of: _____

Position Interim Dean From _____ To _____
 Status _____ Dean _____

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)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

<u>M. J. Jones</u> Supervisor	<u>2/8/2010</u> Date	<u>M. J. Jones</u> Dean/Unit Head	<u>2/8/2010</u> Date
<u>M. J. Jones</u> Vice Chancellor	_____ Date	_____ Chancellor	_____ Date
_____ Director/Personnel	_____ Date	_____ Vice President/Finance Business Affairs/Comptroller	_____ Date
_____ President	_____ Date	_____ Chairman/S.U. Board of Supervisors	_____ Date

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Dr. O'Rourke will be appointed Dean of College of Arts & Humanities as the result of an "agency only" search to fill the position.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8:00 a.m. – 5:00 p.m.
EMPLOYEE DIRECT SUPERVISOR: Mwalimu Shujaa
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2360
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):

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

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

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

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



Department of Foreign Languages
Room 358, 3rd Floor T. T. Allain
Baton Rouge, Louisiana 70813

(225) 771-3030 Office
(225) 771-5809 Fax

February 2, 2010

Dr. Mwalimu Shujaa
Executive Vice Chancellor and Provost
SUBRCampus

Dear Dr. Shujaa:

Dr. Joyce O'Rourke gave a presentation to the Arts and Humanities faculty on January 12. After the presentation, the floor was opened for questions and comments. After a few brief remarks, the faculty was asked to forward via e-mail any responses or comments relative to this appointment to the Chair of the Search Committee. The responses and comments from the faculty are attached to this document.

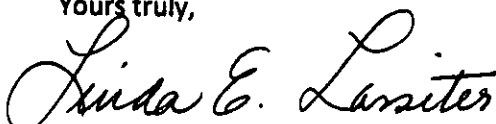
The final action by the Search and Advisory Committee, Dean, College of Arts and Humanities, was to vote on the naming of Dr. Joyce O'Rourke, the sole applicant who met the requirements, for the position of Dean. The Committee met on January 28 to finalize the process. Six (6) of the nine (9) faculty members appointed to the advisory committee cast votes, and signed accordingly (See document attached). All six votes were in the affirmative.

Below is a summary of the documents submitted to your office:

- Scoring of Application Packet of Dr. O'Rourke (sent on December 15)
- Scoring of Interview of Dr. O'Rourke (sent on December 15)
- Faculty Comments
- Committee Votes and Signatures of Voting Faculty Members

This brings to a close the work of our committee. Thank you for the opportunity to participate in this process, and I wish to thank the Committee for their valuable contributions to this effort.

Yours truly,


Linda E. Lassiter

Meeting

College of Arts and Humanities
Search And Advisory Committee
Thursday, January 28, 2010
11:00 a.m.

Agenda

- Summary of Committee Actions
 - Faculty Comments
 - Vote of Committee on Candidacy of Dr. Joyce O'Rourke
 - Report to Provost
- i. Scoring of Application Packet
 - ii. Scoring of Interview
 - iii. Faculty Comments
 - iv. Committee Votes (Recommendation)

Members Present:

Dr. Troy Allen Troy Allen 1/28/10
Dr. Mahmoud Braima Mahmoud Braima 1/28/10
Dr. Michael Fontenot Michael Fontenot 1/28/10
Prof. Marilyn Goff _____
Dr. Aileen Hendricks Aileen Hendricks 1/28/10
Dr. Linda Lassiter Linda Lassiter 1/28/10
Prof. Charles Lloyd Charles Lloyd
Dr. JoAnn Marx _____
Dr. Sudhir Trevidi _____

Emailed Responses:
Candidacy of
Dr. Joyce O'Rourke for Position of Dean, College of Arts and Humanities

TO: AH Colleagues
FROM: Linda Lassiter
Search and Advisory Committee, Dean A/H

Dear AH Colleagues,

Here are the comments that were sent to me after the presentation to the College by Dr. Joyce O'Rourke on Tuesday, January 12, 2010:

1. I think Dr. O'Rourke will make a fine dean.
2. This is only my third year at Southern University, but in this short time I have come to know Dr. O'Rourke fairly well. She has always presented herself in a professional, friendly manner. She has always shown a concern for both faculty and students. She is approachable and fair. I believe she is the perfect candidate for the position of Dean of the College of Arts and Humanities.
3. ... I have not always agreed with her and have told her so. But I have always trusted her and respected her decisions and actions because they are for the good of everyone; furthermore, she is able to admit any errors and rectify them, which indicates an unusual strength of character and conscience. I have many, many examples of her integrity, devotion to high scholastic standards, fairness, diplomacy, professionalism, leadership, support for faculty, loyalty—I can go on and on. Experiencing her chairing of three departments combined into one (Visual and Performing Arts) showed me that she can very skillfully maintain a delicate balance of power. Her vision, eagerness to carry out the vision of the faculty and dedication to serving Southern University continue to impress me. I wholeheartedly support Dr. Joyce O'Rourke for the position of Dean of Arts and Humanities at Southern University Baton Rouge.
4. I think that the administration did a great disservice to the College of Arts & Humanities by limiting the search. Dr. O'Rourke, although well-anchored at SU through department chairmanships, was the only qualified candidate as per the administration's qualifications. I believe that she will be intimidated by administration. Although she might carry the voice of the faculty, unless she can prove otherwise, I am not certain she will fight for the faculty when the going gets tough.

5. I would like to say that working with Dr. O'Rourke has truly been an honor and a privilege,
I find her to be both a fair and competent leader. I am confident she will serve us well as our dean.
6. I am writing in support of the hiring of Dr. Joyce O'Rourke as Dean for the College of Arts and Humanities. I had occasion to work with Dr. O'Rourke and observe her "chairing" (actually doing the role of a Dean or Assistant Dean) several departments within the College. I found her to be aware of the strengths and weaknesses of her programs, as well as having a vision for them. She was also very personable and good to work with. So, though it is a fairly moot point at this time, I support her appointment.

I would have liked to hear more from Dr. O'Rourke as to how she will serve as an advocate for the faculty in this time of budget cuts. As you well know, Arts and Humanities faculty already make below average pay; we do not need a pay reduction in any way, and I would have like to hear her say she will fight that, as well as overflowing classrooms wherein faculty are teaching a hidden "overload" and, at the same time, expected to raise standards and completion rates.

7. I think the panel needs to assess what type of leader Dr. O'Rourke is and the kind we need. For example, we need a leader that fights for what the college needs and voice our concerns, regardless if heard by the administration. We do not need someone who is there just to maintain the day to day operations of the college. Leadership style and implementation is very important for this position. I think Dr. O'Rourke should be interviewed with other qualified candidates. I also think the search committee should ask all the chairs in the college to give an anonymous assessment of Dr. O'Rourke's leadership so far. They are the ones who have worked closely with her.
8. After listening to Dr. O'Rourke's presentation which was very impressive, and because of the fact that there is no other candidate to compare her with, I am in favor of Dr. O'Rourke's candidacy for Dean of the College of Arts & Humanities and I look forward to working with her in furthering the objectives and goals of the College as she discussed them in her presentation. I believe she will make a very good Dean and representative of the

College. Should you need any further input from me, please let me know. I thank you and the Search Committee for all the hard work you have done, as well as for your handling of the process. Well done.

9. I think a dean should not just tell departments what her vision is, but should ask departments what visions they have for their own futures. It should not be a one-way street. So, I hope Dean O'Rourke will ask departments where they would like to be in the future and then work with them to achieve those goals.

10. Right up front let me offer my unqualified endorsement for Joyce O'Rourke for the permanent position of Dean of Fine Arts at SUBR. Having worked with her in the Speech and Theatre Dept. for over six years, I have witnessed and can attest to her unwavering commitment to Southern University and to the welfare and success of its students. Through her experience as a long time department head and as interim Dean of Fine Arts, Dr. O'Rourke has come to fully understand the processes and operations of Southern University. I believe that in the economic environment currently surrounding higher education in Louisiana and Southern University in particular, such knowledge is invaluable. She has worked through such SUBR budget crunches in the past and is therefore well qualified to help her college best endure the current one.

Dr. O'Rourke is also an effective faculty administrator. She communicates well with her professors, instructors and support staff. She is always available to assist with advice or to just listen. She respects her entire staff's abilities and academic competence, and still is able to command a high level of performance from them. She is also available to the students in the department and college to help them with their issues. She is fair and reasonable, always trying to be of assistance, yet demanding responsible actions and personal accountability from the students.

In summary, I give my highest recommendation to Dr. Joyce O'Rourke to become the permanent Dean of Fine Arts at Southern University in Baton Rouge.

11. I enjoyed the presentation that Dr. Joyce O'Rourke made at the faculty meeting on January 12. She has worked for for many years in three departments in the College of Arts and Humanities and is fully ready to lead the College of Arts and Humanities at this important and highest level. I believe that she is the best person to work as Dean of the College.
12. I would like to recommend Dr. O'Rourke for the position of Dean of Arts & Humanities. She seems qualified for the position
13. Dr. O'Rourke has my vote and support for Dean of the College of Arts & Humanities.
14. First, I commend you and members of the Search Committee for Dean for the College of Arts and Humanities for utilizing a very organized and objective approach in arriving at your finalist - Dr. Joyce O'Rourke.

It was most appropriate to have Dr. O'Rourke address the faculty at its first meeting of the semester (January 2010). Her presentation was impressive and revealing. The faculty learned more about her leadership quality and style, administrative positions, goals and objectives for the College, University involvement and public service.

I have known Dr. O'Rourke since her early years as a faculty member. In this capacity and later as an administrator, she has always exemplified qualities of dedication, commitment, perseverance and humaneness. As Interim Dean, she "hit the road running." Housed on the 4th floor of Higgins Hall (where I am located), one can see her arriving early, leaving late, greeting each person with a smile and comment and working with students and faculty. I support the Committee's recommendation 100%.



COLLEGE OF ARTS AND HUMANITIES

P.O. Box 9571

Baton Rouge, LA 70813-9571

(225) 771-5260

(225) 771-3696 (Fax)

October 22, 2009

Dr. Linda Lassiter
Chair, Search Committee
Position of Dean
College of Arts and Humanities
Southern University
Baton Rouge, LA 70813

Dear Dr. Lassiter:

This correspondence serves to establish my candidacy for the position of Dean of the College of Arts and Humanities. As Interim Dean, I have a particular foresight relative to the requirements of the post and the administrative skill to handle the job. Moreover, I was among the senior chairs originally recommended by the former Dean of the College of Arts and Humanities.

Prior to coming to Southern University, I served five years as Department Chair of Speech and Theatre at Hampton University, Hampton, Virginia. Two of those years, my staff consisted of seven white males; and later the staff consisted of five males (only one African American) and two white females. (The Boyd Professor of Louisiana State University visited Hampton as guest lecturer and observed my leadership.) My success at Hampton aided employment, a graduate assistantship and my doctoral pursuit at Louisiana State University. My record at Hampton was impressive enough to foster two offers for dean positions, one as Dean of the College of Arts and Sciences at Hampton, Virginia under the current president, Dr. William Harvey and another as Dean of the College of Arts and Humanities by a former president of Jackson State University at Jackson, Mississippi.

The administrative path that I have forged at Southern University is an admirable one. It spans from being a classroom instructor to coordinator in the Department of Speech and Theatre. Next, I became the second chair of the newly structured Department of Visual and Performing Arts, an umbrella of three units, Music, Visual Arts and Speech and Theatre. In 2005, the three units became free-standing and my role was designated as Interim Chair of the Department of Music and Chair of the Department of Speech and Theatre. Summarily, the staff under my supervision grew from seven to twenty-five plus.

My gradual, but steady administrative climb has been significant and markedly successful. Often I represented the former Dean of the College of Arts and Humanities, along with other senior chairs, during recruitment efforts, such as Jaguar Preview and general pre-college gatherings or

convocations. In addition to sampling the duties of the Dean, I did well in promoting the individual units which I supervised. A year ago, I joined the special recruitment team, comprised of deans, chairs and other administrators and made presentations at area churches on behalf of Southern University. Suffice it all to say that I can represent the College well on whatever level.

Throughout my administrative tenure, I have encouraged collaboration among the units. This concept lends itself to a viable future and heightened visibility for the College of Arts and Humanities. During my years as Chair of the Department of Visual and Performing Arts, the three academic units shared a Title III grant, "Department of Visual and Performing Arts Enhancement", which allowed one year funding for fine arts, music and theatre along with two years of combined funding. The Grant afforded renovations for the Visual Arts area in preparation for accreditation and the recent opening of the Art Gallery. Likewise, renovations to the lighting and replacement of the seats in the theatre will become a reality this semester. Other collaborative efforts have occurred between music and history via joint presentations during Black History Month, as well as between the visual arts and the speech and theatre areas via the graphic arts for programs and/or publicity. Just as musical festivals among several music ensembles have been proposed and the idea of reclaiming the Friends of Music and the Friends of Theatre, I envision establishing the Friends of the College at various donors levels, such as aficionados, connoisseurs, patrons and the like. Indeed, this 40th anniversary of the College is a year to celebrate. There are many opportunities to generate funds for the College and its various constituents.

Another significant role of the College is that of cultural enhancement/enrichment for the campus and the surrounding community. I believe strongly in the commitment of all entities of the College. Accordingly, I have a record of faithfully attending and promoting nearly all presentations within the units under my leadership. I will continue this practice as Dean; I will encourage innovative and notably creative artistic endeavors.

Finally, I have a track record of leadership which has been evidenced in the Annual Academic Honors Award Day Program. Serving as Chair of the Committee on Academic Honors since 1992, I have exhibited tremendous organizational skills. The Honors Program recognizes more than 3,000 students for their high academic acumen and achievement. This is one of the University's signature programs and it grows in sophistication each year. Assuming such a mammoth undertaking in addition to several responsibilities such as Chair of the Faculty Advisory Council to the Honors College, I have had to limit my availability to direct theatrical productions. Nevertheless, I have consistently taught classes beyond the requirement for an administrator and with no extra compensation.

Please read further my philosophy and projections for the College. Without a doubt, I am a dedicated, honest, tenacious, energetic, diplomatic, forthright, professional visionary. As Dean, I will promote faculty development; I will provide scholarly, representative leadership; and I will exercise favorable interpersonal relations within the College of Arts and Humanities.

Respectfully submitted,


Joyce W. O'Rourke, Ph.D.

MAJOR ACCOMPLISHMENTS

Leadership/Administrative Background

To my credit, I have several years of experience reflective of effective leadership skills. Tasks are clearly identified, well organized and attainable. As a seasoned administrator, I am a strong mediator, and I make a special effort to encourage individual creativity among those that I supervise. The following is a partial list of my contribution as leader or administrator:

- ❖ Interim Dean, College of Arts and Humanities, August 17, 2009 to Present
- ❖ Chair of Department of Speech and Theatre, 2005 to Present
- ❖ Interim Chair, Department of Music, 2005 to August 17, 2009
- ❖ Chair, Department of Visual and Performing Arts, (Music, Visual Arts, Speech and Theatre), 1998-2005
- ❖ Chair, Academic Honors Awards Program Committee, 1992 to Present
- ❖ Chair, Advisory Council, Honors College, 1992 to Present
- ❖ Member, Editorial Team, SU SACS, Self-Study, Fall Semester, 2009; Ongoing
- ❖ Member, SU SACS Task Force, 2008-2010; Assignment – 3.6.1 – Rigor of Graduate Program
- ❖ Member, General Education Requirements Committee, 2000 to Present
- ❖ Chair, General Education Requirements Ad Hoc Committee, 2000-2002
- ❖ Member, University Curriculum Committee; Ongoing
- ❖ Member, Steering Committee and Presenter for Alvin Batiste Tribute, 2008-2009
- ❖ Member, Southern University Literary Society, (15 years; Present)
- ❖ Member/Consultant, Founders' Day – various years to present; Chancellor's Lecture Series – 2009
- ❖ Presenter, Faculty Recognition Program (Lifetime Achievement Award), 2004
- ❖ Mistress of Ceremonies, Faculty Recognition Program, 2006
- ❖ Presenter, "Enhancing Communication Skills," March 19-21, 2009, Louisiana Association of Educational Office Professionals (LSEOP), Holiday Inn South, Baton Rouge
- ❖ Advisor/Coach, Oral Communication Skills, "Miss Southern 2009"; various campus presentations, annually to Present
- ❖ Consultant, SU Honda All-Star Challenge Varsity Team (Quiz Bowl); Ongoing; 2009
- ❖ Reviewer, Tenure and Promotion, Louisiana State University at Alexandria, Baton Rouge Community College, 2003, 2004
- ❖ Program Reviewer, Academic Program, LA, TX, OK, NM
- ❖ Head of SU Delegation, University of Ghana, Accra, Africa (along with Honors College Student and SU History Professor) to discuss/propose an exchange program between the two Honors Programs/Universities, 19 days

Fundraising

My positive, but conservative nature reveals a genuine commitment to higher education and the arts. My personality affords favorable partnerships with alumni, the greater community and other arts organizations. More collaborative projects will invite persons to serve on advisory councils, board of directors, or the like. Hence, my fundraising experiences are listed below:

- ◆ SU Representative/Presenter, Office of Admissions/Recruitment Team, Two Area Churches, Wesley United Methodist Church and Bethel AME Church, 2008
- ◆ Co-Director, BORSF Grant, Speech and Theatre Equipment (with Dr. Daryl Wedwick), 1999-2000
- ◆ Director (with three co-directors), Title III Grant, Department of Visual and Performing Arts Enhancement, 2002-2006
- ◆ Author, DOW Grant, Equipment and Scholarships, Speech and Theatre, 1996
- ◆ Collaborative Projects Ideas – “Friends of Theatre” and “Friends of Music” (Need to be revitalized); Musicals/Joint Theatrical Productions; Arts Festivals; and an Advisory Council to be composed of alumni and community persons.

*See list of membership on various Boards and experience as Grants Reviewer for the Arts Council of Greater Baton Rouge and the Louisiana State Division of the Arts.

Research

Research will be the vehicle by which the College of Arts and Humanities will compete and keep apace with other universities. Grants will assure that we are on the cutting edge of trends. In the past, my research has been in the area of dramatic/critical analysis, but I will examine and evaluate more of what the College engages. Some of my research activities are listed in the following:

- ◆ Executive Summary, Program Review, Department of Speech and Theatre, 2003
- ◆ Team Member, SU SACS Study, 2008-2009; 2000
- ◆ Co-Editor, Self-Study and Progress Reports for the National Association for Schools of Music (NASM), 2006-2009, Department of Music
- ◆ Member, Editorial Advisory Board (Collegiate Press), since 2002
- ◆ Co-Author, “Practitioners Comment on an African Woman’s Vision of Struggle for Change” – Regarding the play “Just a Little Mark” by Elizabeth Brown Guillory, ATHE Conference, 1994

PROJECTIONS FOR THE COLLEGE OF ARTS AND HUMANITIES

“The Challenges of Moving Forward”

2009-2010 marks the 40th anniversary of the College of Arts and Humanities, at Southern University and A&M College. It is a time to celebrate a legacy that salutes seven units – the Departments of English, Foreign Languages, History, Music, Speech and Theatre, and Visual Arts. Further, it seems natural that some collaborative efforts would benefit the whole.

Collaboration would serve fundraising. Reclaiming and developing afresh the “Friends List” where needed could be launched in each department and later compiled for a College list of donors. The levels of donation might include aficionados, connoisseurs, and patrons, as examples. Whether festivals, extravaganzas, theatrical presentations, or the like, each department would be involved.

Still another means of enhancing the College might be to share research, host lecture presentations and convene research colloquia. Faculty persons would have a vehicle to explore their ideas within the College on a regular basis as well as a professional collective throughout the University. The unity would afford greater professional exchange and boost faculty morale. Similarly, the faculty of the College would form a habit of supporting as many events within the College as possible. Higher visibility of support within the College is needed. For example, very few faculty persons within the College attend the book reviews of each semester.

The College should be abreast of the emerging trends within the disciplines represented in each department. There should be an ongoing dialogue relative to the issues of faculty development programs, services and resources in the next five or ten years. Is the College expanding faculty roles in developing skills in grant-writing or designing and offering online courses? Are we truly exploring new opportunities to organize course and learning materials so

as to work collaboratively across disciplinary fields? Are we even aware of the emerging trends? Do we assist new faculty in the daunting challenge of achieving distinction as scholars, teachers and citizens? Do we help the young faculty in balancing work and family? (Not surprisingly the latter is an issue among some novice professionals here at Southern.)

A Dean's forum might be instituted to bring selected, but smaller groups of the College together. This would promote a greater exchange among all faculty and encourage or identify potential leaders within the College. As significant numbers of experienced faculty retire in the coming decade, we might nurture some of the younger faculty, develop professional networks, and construct some mentoring programs. We of the College of Arts and Humanities must be frontrunners of change in teaching, learning and scholarship. Assessment, QEP and SACS should be more than our latest buzz words; all faculty should be knowledgeable, committed and involved. If we of the College of Arts and Humanities assume our proper leadership in the academic arena on this campus, everyone would realize that our College is alive and well. (We do generate an outstandingly large number of SCHs comparatively speaking.) Each of us should be actively involved in our individual departments and the College alike. An informed and energetic Dean, Dr. Joyce W. O'Rourke, will spark many positive initiatives.

Curriculum Vitae

Joyce Williams O'Rourke, Ph.D.
Interim Dean, College of Arts & Humanities
Chair and Full Professor
Department of Speech and Theatre

I. EDUCATION

Doctor of Philosophy – Ph.D. in Theatre, May 1988
Louisiana State University, Baton Rouge, Louisiana
(Major – Theatre; Minors – Speech Communication, Oral Interpretation of Literature and Dramatic Criticism)
Dissertation – “New Female Playwrights in the American Theatre, 1973-1983: A Critical Analysis of Thought in Selected Plays of the Last Decade.”

Master of Arts – M.A.; August 1968
University of Alabama, Tuscaloosa, Alabama
(Major – Speech and Theatre)

Bachelor of Arts – B.A. – June 1962
Talladega College, Talladega, Alabama
(Major – English)

Further Study: Florida State University, Tallahassee, Florida

II. EMPLOYMENT – SOUTHERN UNIVERSITY

August 17, 2009 to Present – Interim Dean, College of Arts and Humanities

2005 to Present – Chair, Department of Speech and Theatre

2005 to August 2009 – Interim Chair, Department of Music

Fall 1998 to 2005 – Department Chair and Associate Professor, Department of Visual and Performing Arts

Fall 1996 to 1998 – Coordinator of Speech and Theatre, Department of Visual and Performing Arts

Summer 1987 to 1996 – Assistant Professor of Speech and Theatre, Department of Visual and Performing Arts

III. EMPLOYMENT HISTORY

1981-1987 ~ Graduate Assistant in Speech Communication and Ph.D. candidate at LSU
1978-1980 ~ Instructor, Speech Communication, LSU
1971-1977 ~ Chair and Assistant Professor, Department of Speech and Drama, Hampton
(Institute) University, Hampton, Virginia
1968-1971 ~ English Instructor and Director of Drama, Department of English, Stillman
College, Tuscaloosa, Alabama
1962-1966(1/2) ~ English and Speech Communication Teacher, David High School,
Tuscaloosa, Alabama
Two Summers ~ Guest Instructor, English, Carleton College, Northfield, Minnesota

IV. AREAS OF SPECIALIZATION

Teaching Assignments:

Techniques of Speech – SPTH 210 (Summer)
Comparative Literature Approach – HUMN 244
Voice and Phonetics – SPTH 330

Others:

Fundamentals of Speech – SPTH 120
Oral Interpretation of Literature – SPTH 340
Humanities: Three Arts – HUMN 241 and HUMN 242
Public Speaking, Principles of Play Production, Theatre Appreciation, Business
and Professional Communication, Readers' Theatre; Acting, Directing, and Play
Production

V. SELECTED DIRECTING EXPERIENCE

The Piano Lesson
And Things That Go Bump in the Night
Firebugs
Daughters of the Mock
Tambourines to Glory
Blues for Mister Charlie
Amen Corner
One Monkey Don't Stop No Show
Between Two Thieves
Simply Heavenly
Zooman and the Sign
Stories about the Old Days
Before It Hits Home
Blues for an Alabama Sky

Original Scripts:

The Other Side
Phantasmagoria

Readings:

“African American Perspectives”
Various Scripts for Black History Month Presentations at Area High Schools
and Churches

VI. SERVICE TO THE UNIVERSITY

Interim Dean, College of Arts and Humanities, August 17, 2009 - Present
Chair, Department of Speech and Theatre, 2005 to Present
Interim Chair, Department of Music, 2005 to August 2009
Chair, Department of Visual and Performing Arts, 1998 to 2005
Chair, Committee on Academic Honors, 1992 to Present
Chair, Honors Advisory Council, 1992 to Present
Member, General Education Committee, 2002 to Present
Member, Editorial Team, SACS Preparation, 2009
Member, SACS Compliance Certification Task Force, Self-Study Preparation;
Assignment 3.6.1 – Graduate Program Rigor
Member, Southern University Literacy Society, (15 years)
Member, Southern University Founders’ Day Committee, 2006, 2007, 2008, 2009
Member/Consultant/Coach, Chancellor’s Lecture Series
Presenter, Southern University Admissions/Recruitment Team – 2 Area Churches, 2008
Member, University Curriculum Committee, 10 years
Member, Faculty Advisory Committee, Southern University Rotaract Club, 2009
Speech Coach, General Assistance to Faculty, Staff and Students – Ongoing

SU Committees/Previously

Chair, Professor Emeritus, Ad Hoc Committee, 2004
Chair, General Education Requirements, Ad Hoc Committee, 2002-2003
Member, Standard III, Undergraduate Students, SACS Self-Study Committee
Chair, Enrollment Management Task Force
Member, Frank Hayden Gallery Committee
Member, Academic Standards Committee
Member, Women’s Studies Program Committee
Member, Various Grievance Committees (Ad Hoc)
Chair, Editorial Committee for Book Review Series

VII. COMMUNITY INVOLVEMENT

Board of Directors and Committees/Current

Member, Auxiliary Board, "Heritage" Choral Ensemble, Baton Rouge, 2009
Member, Board of Directors, Wesley United Methodist Foundation, Southern University
Member and Past President, Board of Directors, Battered Women's Program, 1998-2004
Panelist, Grants Review, Greater Baton Rouge Arts Council
Panelist, Grants Review, Louisiana Division of the Arts
Member and Arts Committee Chair, La Capitale Chapter, The Links, Incorporated
Member and Arts Committee Chair, Gamma Eta Omega Chapter, Alpha Kappa Alpha Sorority, Incorporated
Chair, Founders' Day, Wesley United Methodist Church, since 1980
Church Clerk, Wesley United Methodist Church, 1979 to Present

Other:

Guest Reader/Presenter, Black History Month, Goodwood Library, 2003 and 2004
Member, Community Task Force, Swine Palace Productions – Fences and Ma Rainey's Black Bottom
Member, Special Collaborative (SU-LSU) Committee for Southern Crossroads, 2004

Boards of Directors/Previously

Member and Past President, Board of Directors, Wesley United Methodist Foundation, Southern University
Member and Past President, Board of Directors, Baton Rouge Women's League of Voters
Member, Board of Directors, Playmakers, Incorporated
Member, Board of Directors, Louisiana Arts and Science Museum
Advisor, Board of Directors, Baton Rouge Community Chorus and Playhouse
President, La Capitale Chapter, The Links, Incorporated
President, Gamma Eta Omega Chapter, Alpha Kappa Alpha Sorority, Incorporated
Member, Board of Directors, LA Alliance for Art Education

Other:

Consultant/Author for Theatre Standards K-12, LA State Team for Arts Standards
Presenter, Prime Time Faculty Reading Program (East Baton Rouge, Library Services)

VIII. PROFESSIONAL SERVICES

Member, Editorial Advisory Board, *Speech Communication Texts* by Collegiate Press, 2002
Evaluator, LSU-SU External Review Committee for Tenure and Promotion at BRCC, 2003
Evaluator, External Reviewer for Tenure and Promotion at LSUA, Fall 2004
Design Poster-Patent Commemorative Poster (Aquatic Waste) to be placed on a National and International Website, October 2004
Design Commemorative Brochure for the Jean Baptiste Guillory Foundation as part of Application for the National Historical Register, August 2004
Director, Black History Month 2004, Capital Area Human Services District
Program Reviewer, Invitation to Assess Program at Texas A&M University, Corpus Christi, March 2004

IX. AFFILIATIONS

Phi Delta Kappa International Education Fraternity
Southern Speech Communication Association
National Association of Dramatic and Speech Arts
Association for Supervision and Curriculum Development
Council of Colleges of Arts and Sciences
Alpha Psi Omega National Dramatic Honor Fraternity

X. RECOGNITIONS

“Southern University Women Educators,” Spring 2009 (Featured on program and received a certificate)
Featured in Sixth Edition of Who’s Who Among America’s Teachers, 2000-2001
Nominated for Seventh, Ninth, and Tenth Editions of Who’s Who Among America’s Teachers, 2001-2002, 2004-2005, 2007-2008
Nominated for Who’s Who Among International Professionals, 2004; 2006; and 2007
Nominated for Prestige Who’s Who Registries 2006-2007, 2007-2009
Empire Who’s Who, Incorporated, 2002-2003
Personalities of the South
Capital Area Family Violence Intervention Center, Incorporated
Board/President, Battered Women’s Program, 2001-2002
Capital Area Family Violence Intervention Center, Incorporated
Immediate Past President, Battered Women’s Program, 2002-2003
The 2000 Southern University Jazz Ensemble Award for Special Contributions to Jazz Studies
Distinguished Service Award, Silver Anniversary, DeBose National Piano Competition, April 2000
Who’s Who Among America’s Teachers, 2000
Lexington Who’s Who, 2001-2002

**Kappa Delta Pi International Honor Society in Education (Cited for High Professional,
Intellectual and Personal Standards as an Educator)
Phi Delta Kappa International Fraternity, 10 year Member Recognition, March 2002
"Great Ladies, Leading Ladies," a Photo Essay in the Arts Preview Edition, Country
Roads, September 2004**

JOYCE WILLIAMS O'ROURKE, Ph.D.
INTERIM DEAN, COLLEGE OF ARTS AND HUMANITIES
CHAIR AND FULL PROFESSOR
DEPARTMENT OF SPEECH AND THEATRE

PUBLICATIONS, RESEARCH AND/OR CREATIVE WORKS

Listing of Creative Works:

1. Program Booklet for Academic Honors and Overall Program/Project (See separate explanation)
2. Member, Steering Committee and Presenter, "Tribute to Alvin Batiste," May 27, 2009
3. Presenter, "Enhancing Communication Skills," March 19-21, 2009, Louisiana Association of Educational Office Professionals (LSEOP), Holiday Inn South, Baton Rouge
4. Storytelling for Youth and Elderly – April 2007; 2008 Scotlandville Library
5. Presenter, Black Heritage Program, Baton Rouge Human Services, Government Street, February 2007
6. Mistress of Ceremonies, Faculty Recognition Program, April 21, 2006
7. Presenter, Christmas Reading, Cortana Mall, December 2006, 2005
8. Narrator, Coronation Ceremony for Miss Southern, Fall 2006
9. Commemorative Poster Design, Patent Commemorative Poster for the SU-BR Campus and the Southern University Agricultural Research Extension Center to be placed on a national and international aquatic website.
10. Commemorative Brochure for the Jean Baptise Guillory Foundations' application to National Historical Register. (Re: House of the First Creole family to settle – St. Landry Parish).
11. Executive Producer for Theatrical Season within the Department (See commentary, programs and sample box office report)
12. Readers' Theatre Presentations for Black History Month
 - A. The Rosa Parks Story, Goodwood Library, February 2004 – Guest Performer
 - B. Readings for Black History Monthly, Goodwood Library, February, 2003 – Guest Performer.

- C. Readers' Theatre Christmas Program for Seniors – Student Ensemble, Cortana Mall, December 9, 2002.
 - D. Readers' Theatre Ensemble – Istrouma High, Annually 2000-2004
 - E. Readers' Theatre Ensemble – One Hour Original Presentation of Student Ensemble, Black Awareness Program, Southern University Department of Mathematics, 2002.
 - F. Departmental Program of Capital Area Human Services District, February, 2004 (Chair and Narrator with Jazz ensemble, 2 voice majors, violinist, and Readers' Theatre Ensemble)
13. Coordinator, Script Writer and Narrator, Program of "African American Female Artists" (Emerging and Established), January 20, 2002.
14. Directing – Dramatizations for Wesley United Methodist Church
- A. "That's the Good News," a Christmas Musical, Sunday, December 17, 2000
 - B. "Learning to Live Again" – Musical for Seniors, Sunday, September 12, 2004

Editorial Involvement:

Editorial Advisory Board (Collegiate Press) – Member – Since 2002

Booklet for Academic Honors and Overall Program

The committee members do function; however their designated assignments do not overwhelm. It is the Committee Chair who coordinates the whole, designs the cover and entire booklet, as well as, oversees every facet of the program.

Committee Chair appointed in 1991; assumed first year in 1992. Further duties include:

1. Securing site and determining printing company for the year. (Special authorization via University and/or state).
2. Preliminaries for program outline – Theme, Size, Quantity, etc.
3. Over the 12 years, three different printing companies have been in charge. On two occasions, an out-of-town agency was identified originally, but the Chair persuaded the University engage a local agency for expediency (time and travel distance/frequency for proofing).
4. Establishing the trophy/plaque venue (Obtaining bids; convincing the University that the relationship with Sportsman's Corner is unusual, but highly beneficial; submitting a projected requisition for plaques, ribbons and medals).
5. Ordering certificates for Dean's List recipients and Straight "A" honorees.
6. Sending out initial letters to sponsoring units and administrator.
7. Soliciting names of top students per College.
8. Organizing names of all recipients, special awards per semester.
9. Appealing for nominees for Chancellor's Scholar Award.
10. Reviewing materials for nominees for the Chancellor's Scholar Award.
11. Interviewing nominees
12. Obtaining authentic lists of honorees.
13. Mailing 3,500 letters to honorees and family members of the honorees.
14. Appealing to Deans for participation from faculty (physically and financially)
15. Reminding Deans of their participation for actual program.
16. Determining program participants – band, choir, etc, and actual program selections
17. Planning trips to submit names for all plaques and checking the institutions.
18. Proofreading program copy at the printer's (Three-four separate trips, often including 7:00 a.m. or earlier visits and late evening, 5-9 sittings)



Excellence • Integrity • Accountability • Service

Office of the Chancellor

February 17, 2010

Dr. Kassie Freeman, Interim President
Southern University System Office
4th Floor, J. S. Clark Administrative Building
Baton Rouge, La 70813

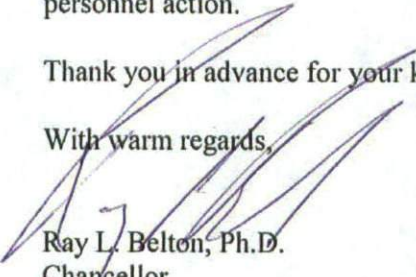
RE: Recommendation for new position---Ms. Arcenia Anthony

Dear Dr. Freeman:

Please accept this correspondence as one recommending the appointment of Arcenia Anthony to the Role of *Associate Executive Director of Trio Community Outreach Programs/Director of Educational Opportunities Center Program*. Ms. Anthony comes to this federally funded position having received the endorsement of a search committee and as recommended by Carrie Robinson, Executive Director of Trio Programs and Dr. Sharon Green, Vice Chancellor for Student Affairs. I accept the statement of confidence communicated to me from her proposed supervisors and trust that you will find favor in this personnel action.

Thank you in advance for your kind consideration.

With warm regards,



Ray L. Belton, Ph.D.
Chancellor

RLB/lw



SOUTHERN UNIVERSITY at SHREVEPORT

Division of Student Affairs

TRiO Community Outreach Programs

To: Dr. Ray L. Belton, Chancellor

From: Dr. Sharon F. Green, Vice Chancellor
Student Affairs

Date: February 11, 2009

RE: Recommendation for Associate Executive Director of TRiO Community Outreach Programs Adult Services/Director of Educational Opportunity Centers Program

The committee recommends Arcenia Anthony to fill the above position.
The committee's report satisfies my recommendation.

Approved _____

A handwritten signature in blue ink, appearing to be "S. Green", written over a horizontal line.

Date _____

02/18/2010

*Contingent
upon
Board Approval*



SOUTHERN UNIVERSITY at SHREVEPORT

Division of Student Affairs

TRiO Community Outreach Programs

To: Dr. Sharon Green, Vice Chancellor of Student Affairs

From: Mrs. Carrie Robinson, Executive Director

Date: February 11, 2009

RE: Recommendation for Associate Executive Director of TRiO Community Outreach Programs Adult Services/Director of Educational Opportunity Centers Program

Upon your approval, the committee recommends **Arcenia Anthony** to fill the above position. The committee's report satisfies my recommendation.

Approved Sharon F Green

Date 2.17.10

JOB CLASS	1	8	60
JOB CODE	A		
CAL ID	A		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5	5	6	1	6	7
-----------------	---	---	---	---	---	---

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO ___ SUSLA X

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH X OTHER ___ (Specify) ___

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (___ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) ___ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Major Brock, Jr. Reason Left Transferred
 Date Left January 11, 2010 Salary Paid \$50,000.00

Profile of Person Recommended

Length of Employment September 1, 2009 To August 31, 2010
 Effective Date March 1, 2010

Name Arcenia A. Anthony SS# xxx-xx-7906 Sex Female Race* B
 (Last 4 digits only)

Position Title: Associate Executive Director For TRIO Community Outreach Adult Services/Director of EOC Department: Educational Opportunity Centers

Check One Existing Position *Visa Type (See Reverse Side): U S A
 New Position Expiration Date: ___

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

Years Experience 20 Years Southern University Experience 8 Years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BA	Business Administration	University of Phoenix, Phoenix, Arizona	1997
MA	Industrial/Organizational Psycho	Louisiana Tech University, Ruston, LA	2001
MA	Guidance and Counseling	Louisiana Tech University, Ruston, LA	2003

Current Employer Southern University at Shreveport

RECEIVED
SUSLA
FEB 17 2010

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) ___

Recommended Salary \$50,000.00 Salary Budgeted \$50,000.00

Source of Funds Federal

Identify Budget: EOC Location: 5-21220
 Form Code: ___ Page: FEB 17 2010 Item #: ___

Change of: From To ___

Position ___
 Status ___
 Salary Adjustment ___

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
5-21220	\$50,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Curtis W. Robinson 2-17-10
 Supervisor Date
Shawn F. Green 2-17-10
 Vice Chancellor Date
Shawn A. Reed 2/17/10
 Director/Personnel Date

Curtis W. Robinson 2-17-10
 Dean/Unit Head Date
Shawn F. Green 2/17/10
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller Date

President Date

Chairman/S.U. Board of Supervisors Date

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 Phillipine 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:

The Director will be responsible for the coordination of Adult Services with other TRIO Community Outreach Programs administered by the host institution, so that parents (adults) whose children are participants in these programs will have the benefit of an organized TRIO Adult Services Component.

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

EMPLOYEE DIRECT SUPERVISOR: Carrie W. Robinson

SUPERVISOR/DEPARTMENT CONTACT NUMBER 318-670-6663

NUMBER OF EMPLOYEES SUPERVISED, (if any) 3

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Vacancy Announcement System (VAS) Position Vacancy Announcement Request

Date 1/28/10 Department: TRiO Community Outreach Programs

Campus: __SUS__SUBR __SULC __SUAREC __SUNO XSUSLA

Application Deadline: 2/05/10

Date position to be filled: 3/1/10

Position Title: Associate Executive Director of TRiO Community Outreach Programs Adult Services/Director of Educational Opportunity Centers (EOC)

Salary: \$ _____ Hourly/Monthly/Annually or Salary Range: \$40,000 to \$50,000

Please circle all categories that apply to this position:

<u>Status:</u>	<u>Faculty Position:</u>	<u>Unclassified Position:</u>	<u>Classified:</u>
Part-time	Temporary	Administrative	Probationary
Full-time	Tenure	Temporary	Job Appointment
	Tenure Track (Probationary)	Permanent	Provisional Appointment
	Grant	Grant	
	Contract	Contract	

Contact person's name/telephone: Diane Neal 318-429-6230

Contact person's e-mail address: dneal@susla.edu

Contact person's e-mail address is for (circle as applicable):

Human Resources (HR) records only posting to VAS website HR and VAS

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]: The director serves as the immediate supervisor of SUSLA's EOC Project; Responsible for the development and implementation of all TRiO Community Outreach Programs Adult Services; approves all initial budget transactions; develops policies and procedures; prepares reports; provide project training and staff development. Must have Proposal Writing Experience. Reports to the Executive Director of TRiO Community Outreach Programs.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]: Master's degree in Guidance and Counseling or related field from an accredited institution; a minimum of 3 years of administrative or supervisory experience in social services, counseling, federal program administration or related field. Work in TRiO programs preferred.

Remarks [Maximum 12 lines @250 characters (including spaces) per line]: The director must be a team player; one who follows protocol and embraces the "Collective Self-Efficacy" principle.

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.

February 1, 2010

Arcenia Anthony
2107 Beauregard Place
Bossier City, LA 71112

Southern University at Shreveport
Attention: Diane Neal, Director of Human Resources
3050 Martin Luther King Jr. Drive
Shreveport, LA 71107

Re: Candidacy for position of Associate Executive Director of Adult Education

Dear Ms. Neal,

Enclosed herewith please find my resume, application, transcripts and letters of recommendation for consideration of my candidacy for the position of Associate Executive Director of Adult Education. If selected, I am confident that I will continue invaluable work for the university.

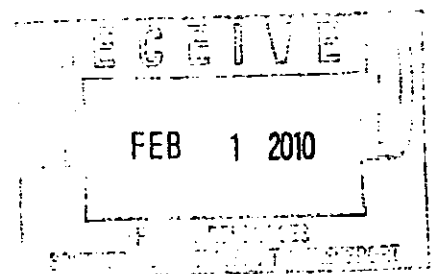
I have been employed at Southern University for the past eight years and during my time of employment; I have implemented the Adult Education Learning Center, established Continuing Education as a brand to offer non-credit classes, written numerous proposals and secured over \$1,000,000.00 in funding. I maintained each grant and there was never an audit finding during the periods of my direct supervision. I have assessed the needs of business and industry and youth programs; these forums and programs include the Economic Development Forum for 2005 and 2006, Tech Prep efforts, established the Youth NetWORK Initiative team, coordinated BizCamp for four of the eight years of employment, supervised the Temporary Assistance for Needy families Child Development Program both on campus and at an off campus training site located in Boyce, Louisiana. Additionally, I have lead leadership to the Success through Achievement in Recreation and Support Services grant, Career Pathways training, and initial Jobs for America's Graduates of Louisiana grant.

In addition to the above noted accomplishments, my education and professional experience uniquely qualify me for this position of Associate Executive Director of Adult Education. I am uniquely adept to planning, goal setting, program implementation, assessment and review, and grant writing. I have honed those necessary skills suited for the position of Associate Executive Director of Adult Education.

I hope to hear from you soon. You may give me a call at (318) 470-3477 if provided an invitation for an interview. Thanking you in advanced for your generous consideration of my candidacy for the position of Associate Executive Director of Adult Education.

Sincerely,


Arcenia Anthony



ARCENIA ALLEN-ANTHONY

2107 Beauregard Place, Bossier City, LA 71112
Telephone: (318)470-3477 Email: arcenia.anthc.ny@gmail.com

OBJECTIVE

To secure a challenging, self-rewarding executive career in secondary or postsecondary education.

SUMMARY OF QUALIFICATIONS

- Comprehensive knowledge of college administration to include, but not limited to, experience in secondary and post secondary education as well as continuing and adult education
- Demonstrated knowledge of principles and practices in developing non-credit programs; experienced in planning, monitoring, accounting, and budgeting in an academic environment
- Extensive experience working with underprivileged at-risk youth
- Military experience as an Administrative Specialist (71L10)

SPECIAL SKILLS:

- Microsoft Office Specialist, Certified Program Planner, Non-Profit Board Leadership Training, Authorized ACT Job Facilitator, and Notary Public

PROFESSIONAL EXPERIENCE

11/2005-present Southern University at Shreveport, Shreveport, LA

Director of Community Outreach Programs

- Supervise Continuing Educational professionals, including adjunct and support staff: provide assignment assignments, determine priorities, and set policy for accomplishing goals,
- Maintain direct and shared supervision of the planning and budgeting process for the Continuing Education Department; develop, review, approve, and monitor departmental plans and expenditures to assure operation within fiscal constraints,
- Maintain direct supervision of effective program and course planning, curriculum development, promotion, and offerings; direct the retention or deletion of program offerings based on the needs of the community, business and industry, and the university,
- Manage the preparation of local, state and federal grant proposals, and grant reporting for compliance and or monitoring purposes,
- Identify funding sources, write proposals, and implement new training programs and services. Wrote over \$2.5 million dollars in proposals for various outreach projects, and over \$1.5 million federal and state grants which were approved for funding,
- Oversee departmental research, needs assessments, and activity development to expand and improve the University's response to community and adult education needs,
- Direct effective partnership efforts to optimize services for the community

10/2001 – 10/2005 Southern University at Shreveport, Shreveport, LA

Coordinator of Community Outreach Programs

- Researched implementation for adult education programs from various institutions and used data to implement and coordinate program at SUSLA,

- Researched implementation for continuing education programs from various institutions and used data to implement and coordinate the continuing education program at SUSLA,
- Increased student enrollment and awareness by approximately 10% per semester,
- Prepared local, state, and federal proposals to secure funding; successfully secured \$1 million in funding

1999 – 2001 Bossier Parish School Board, Bossier City, LA

Lead Special Education Teacher

- Prepared Individualized Education Plans for behavioral students and provided instruction whereby students could successfully meet specific outcomes,
- Introduced real world experiences through the use of technology in the classroom,
- Wrote various reports and implemented a plan that resulted in the school receiving new computer equipment for the classroom

1990-1999 Bossier Parish Community College, Bossier City, LA

Program Coordinator for Continuing Education

- Coordinated and managed over 200 non-credit classes per semester,
- Analyzed the department's annual budget and projected revenue for a three year plan,
- Increased non-credit enrollment by 50% from 800 students to over 1,500 students through extensive marketing within a five year period,
- Recruited, evaluated credentials, and made recommendations for hiring instructional staff; supervised instructional and support team

EDUCATION

M.A., Guidance and School Counseling; Louisiana Tech University, Ruston, LA

M.A., Industrial and Organizational Psychology; Louisiana Tech University, Ruston, LA

B.A., Business Administration; University of Phoenix, Phoenix, Arizona

PROFESSIONAL AND COMMUNITY AFFILIATIONS

1992 – 1999	Bossier Association of Educators
2002 – 2003	National Continuing Education Association
2003 – present	Bossier Chamber of Commerce
2002 – present	Louisiana Association for Colleges and Higher Education
2008 - present	American Society of Training and Development (ASTD)
2008 – present	Natioanl Association of Colored People (NAACP)
2008 – present	National Association for Developmental Education (NADE)
2008 - present	Committee Chair Student Support Compliance for SACS team
2008 - 2009	Liaison for BANNER, non-credit tracking database

PAST AFFILIATIONS:

2002 - 2006 Learning Resource Network (LERN)

2005 - 2008 National Tech Prep Network

2005 - 2008 Treasurer for Shreveport Mayor's Women's Commission

Southern University System

APPLICATION FOR EMPLOYMENT

ADMINISTRATIVE/UNCLASSIFIED/FACULTY POSITIONS

SUS
 SUBR
 SULAC
 SUAREC
 SUNO
 SUSLA

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

(PLEASE PRINT OR TYPE)

Position(s) Applied For Associate Executive Director	Position Number	Date of Application 2/1/10
How Did You Learn About Us? <input type="checkbox"/> Advertisement _____ <small>List Publication</small>	<input type="checkbox"/> Employee Referral	<input checked="" type="checkbox"/> Web Page
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other _____ <small>Explain</small>

Last Name Anthony	First Name Arcania	Middle Name Allen				
Address	Number	Street	Apt.	City	State	Zip Code
2107		Beauregard Place		Bossier City	LA	71112
Telephone Number(s)	Home (318) 658 - 9710	Social Security Number				
	Work (318) 670 - 6635	102	20	537		
	Cell (318) 470 - 3477					

Best time to contact you at home is:	6 : 00 PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with us before? If yes, give date <u>October 2001</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with us before? If yes, give date <u>currently employed</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your friends or relatives, other than spouse, work here? If Yes, state name, relationship and location _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you currently employed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Do you possess a valid driver's license? Yes No

Do you possess a valid commercial driver's license? Yes No

Driver's License Number LA 005339214 State LA Expiration Date 01/01/15

Please explain any "Yes" answers on page 3.

Are you currently holding or running for an elective public office? Yes No

Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea? Yes No

Have you ever been fired from a job or resigned to avoid dismissal? Yes No

Are you restricted by law or for other reasons from working in an environment with minors? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work 3/1/10 What is your desired salary range? \$50K+
 Are you available to work: Full Time
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ___/___/___ - ___/___/___)

Minimum Salary Acceptable _____ (OPTIONAL)
 Can you travel if a job requires it? yes Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Attended	Diploma/Degree/Discipline (BA/English)	
High School	Minden High, 200 College, Minden, LA	General Education	4	High School Diploma	
Undergraduate College	University of Phoenix - Phoenix, AZ	Management	2	BA	Management
Graduate/Professional	Louisiana Tech University, Ruston, LA	Counseling	2	MA	Counseling
Other (Specify)	Louisiana Tech University, Ruston, LA	I/O Psychology	2	MA	I/O Psychology

WORK EXPERIENCE: Total Years of Professional Experience ²⁰ Total Years of Military Experience ⁸

Start with your present or last job. Include any job-related military service assignments and volunteer activities. It is optional to exclude jobs, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Address	Telephone Number(s)	Dates Employed		Starting/Present Job Title	Supervisor	Reason for Leaving	May We Contact?	Work Performed
			From	To					
Southern University	3050 MLK Jr. Drive	(318) 670-6000	11/05	present	Director	VC Janice Sneed	Promotion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Design, implement, and oversee CE course Identify, prepare, and manage grants, to ensure guidelines are adhered. Other duties as assigned.
Southern University	3050 Martin Luther King	(318) 670-6000	10/01	11/05	Coordinator	VC Janice Sneed	Position adjustment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Research, designed and implement Adult Education program, liaison for Adult Edu, coordinate non-credit training programs and served as Tech Prep Coordinator
Bossier Parish School Board	PO Box 2000, Benton, LA 71006	(318) 549-5000	9/99	10/01	Special Ed Teacher	Rick Howard	Job advancement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Developed daily lesson plans, prepared IEP and ITP for behavioral students, wrote mini grants and served as an instructional leader by modeling high expectations for students.
Bossier Par Com Col	6220 East Texas St, Bossier	(318) 678-6001	1990	1999	Program Coordinator	Tom Carleton	Job Advancement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Coordinated and managed over 200 non-credit classes, increased enrollment, recruited potential instructors, evaluated class instruction, and analyzed and prepared annual non-credit projected revenue and budget.

NAME: Arcenia Allen Anthony
 POSITION: Secretary
 DATE: 11/18/11

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

Certified Program Planner	Microsoft Office User Specialist
Notary Public	Certified Entrepreneur Teacher
ACT Job Profiler	Certified Career Pathway Leader

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

Administrative Assistant 71L10 - United States Army Reserves (8 years)

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

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

Altrusa - 2008	Literacy Coalition member
Shreveport Mayor's Women's Commission 2006-2008	

ADDITIONAL INFORMATION

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

Managing People Certificate

SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> Mainframe	<input checked="" type="checkbox"/> Spreadsheet	Other (list)
<input type="checkbox"/> PC/MAC	<input checked="" type="checkbox"/> Word Processing	_____
<input checked="" type="checkbox"/> Publishing		_____

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

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

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

- Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No
- A review of the activities involved in the job or occupation sought was given to you? Yes No

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

Name	Phone Number	Best Time to Call	Occupation
1. Rick Howard	(318) 629-6985	7:30-4:00 p.m.	Education
2. Donald Rushing	(318) 549-5037	7:30 - 4:00 p.m.	Pastor/Educator
3. Ora Bedford	(318) 564-2039	anytime	Retired

APPLICANT'S STATEMENT

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that answers given herein are true and complete.

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

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

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

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

2.1.10
Date
Arcenia Allen Anthony
Print Name

[Handwritten Signature]
Signature of Applicant

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

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

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

- | | | | |
|---------------------------------|---|-----------------------------------|---|
| GENDER: | ETHNIC ORIGIN: | RACE: | |
| <input type="checkbox"/> Male | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> White | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Female | <input type="checkbox"/> Non-Hispanic or Non Latino | <input type="checkbox"/> Black | <input type="checkbox"/> Asian/Pacific Islander |
| | | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |

#####For Department's Use Only#####

Received and Reviewed by: _____
Signature _____ Date _____

Verifications: References by: _____ Criminal Background: _____ Date: _____

Source(s): Telephone with _____ Written, received _____

Work Schedule: Time _____ Days _____

Comments:

Checked by: _____ Date: _____ Approved: _____
Department Head's Signature

*****For Human Resources Use Only*****
Exempt _____ Non-exempt _____ Salary \$ _____ By: _____



Business Solutions and Services, LLC

December 15, 2009

To Whom It May Concern:

Please accept this letter as my personal letter of recommendation for Arcenia Anthony. I have had the pleasure of knowing Arcenia since the year 2002 when she served as the Coordinator of Continuing Education at Southern University at Shreveport-Division of Community and Workforce Development.

Both during my time there as an employee and cohort, Arcenia left me with a very deep impression of her zeal for education and genuine concern for at-risk youth and young adults. She is a decisive team leader and communicator able to develop productive relationships with colleagues, students, and staff at all levels. She has a solid background in decision making, planning, and highly developed negotiation skills.

Arcenia's educational background, attitude, application of effort and innovative spirit will be strong assets to any employer and I recommend her for any endeavor she chooses to pursue. If additional information is needed concerning this recommendation, do not hesitate to contact me by phone or email.

Sincerely,

A handwritten signature in cursive script that reads "Ora Bedford".

Ora Bedford, M. Ed
President/Chief Executive Officer

PO Box 19321 * Shreveport, Louisiana 71145
Phone: (318) 631-1509 * FAX: (318) 636-7636 CELL: (318) 564-2039
dominionbusiness@gmail.com
"You have Dominion."

Red River Missionary Baptist Church

1831 Scott Street ~ Bossier City ~ Louisiana 71111

Reverend Donald Rushing, Pastor



Deacon John Rudd, Chairman
Deacon Larry Alexander, Co-Chairman

Deacon Arthur Russell, Clerk
Sharon Mitchell, Secretary/Asst. Clerk

December 16, 2009

To Whom It May Concern:

I am pleased to recommend Arcenia Anthony for the position of Executive Director of Adult Education with your organization.

Arcenia is a bright and personable individual. She is highly self-motivated and well capable of achieving any goal she sets her mind to. Arcenia welcomes leadership opportunities and meets her deadlines on time.

In our church, Arcenia is currently serving as Assistant Director in our Youth Department. Arcenia has proven herself to be a precious member who serves well. With her assistance I have seen a considerable amount of spiritual growth in our youth department.

Arcenia is respectful, reliable, and meticulous. I sincerely feel that she would be a positive asset while serving in any administrative, instructional or non-instructional position in your organization.

Respectfully yours,



Pastor Donald W. Rushing
Red River Missionary Baptist Church

"The church that cares about all people"



Southern University

AT SHREVEPORT

DEPARTMENT OF COMMUNITY DEVELOPMENT

December 15, 2009

Human Resource Director:

It is with pleasure that I provide this recommendation on the behalf of Mrs. Arcenia Anthony. I've had the privilege of knowing Mrs. Anthony in several capacities for the past ten years.

I had the privilege of meeting Mrs. Anthony nine years ago while I was employed with the City of Shreveport. She served as a work experience supervisor for individuals that were assigned to my case load while I was employed by the city. My initial meeting with Mrs. Anthony was favorable, and has remained consistent for the past ten years.

Mrs. Anthony and I have worked together for the past seven at Southern University. She and I are both Directors in the area of Community and Workforce Development. I have grown to respect and appreciate Mrs. Anthony as a co-worker as well as a friend.

She and I have worked together on many occasions to complete major task – such as grant development, and various reports. Her ability to plan and strategize is incredible. She has a wealth of knowledge in many areas. She is a one that can be relied upon to successfully complete any given task. She is diligent in all of her efforts and she is one that gives unselfishly for the well-being of others. There is no doubt, Mrs. Anthony will be an asset to your organization. If you have any questions, please call me at (318) 670-6674.

Respectfully Submitted,


Lucinda Thornton
Director of Community Development

610 TEXAS STREET, SUITE 450 • SHREVEPORT, LOUISIANA 71101
PHONE: (318) 678-4602 • FAX: (318) 678-4697
TOLL FREE: 1-800-458-1472, EXT. 602
www.susla.edu

JOB CLASS				
JOB CODE				
CAL ID	RECEIVED			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	225026
-----------------	--------

CAMPUS: SUS _____ SUBR 21 x _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER x (Specify) 2 months

VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER

Temporary Non-Academic Civil Service
 Tenured Part-time (of Full Time) Restricted
 Tenured Track Undergraduate Student Job Appointment
 Other (Specify) _____ Graduate Assistant Probationary
 Retiree Return To Work Permanent Status

Previous Employee N/A Reason Left N/A
 Date Left N/A Salary Paid N/A

RECEIVED
 FEB 10 2010
 OFFICE OF THE CHANCELLOR

Profile of Person Recommended

Length of Employment 12/04/09 To 1/28/10
 Effective Date 12/04/09

Name Beatrice Armstrong SS# xxx-xx-0616 Sex F Race* B
(Last 4 digits only)

Position Title: Executive Assistant Department: Academic Affairs

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

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

Years Experience 35 Southern University Experience 15

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BS - Business Education/Office Administration	SU-Baton Rouge	1974
	Diploma-Data Entry	BR School of Computers	1981
	12 Hrs Graduate - El. Educ.	SU-Baton Rouge	1983

Current Employer SUBR

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary 5250.00 Salary Budgeted 5250.00

Source of Funds General Budget/Academic Affairs

Identify Budget: 2 10802 Location _____
 Form Code: _____ Page _____ 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)

Source of Funds	Amount
10802	5250.00

*See Reverse Side

Graduate School signature (if applicable):

J. Hancock-Matthews 1/29/10 Date
 Supervisor
M. Williams 1/29/10 Date
 Vico Chancellor
Edna R. Washington 2/1/10 Date
 Director/Personnel
[Signature] 2/1/10 Date
 President
[Signature] 2/1/10 Date
[Signature] 1/28/10 Date
 Dean/Unit Head
[Signature] 2/1/10 Date
 Chancellor
[Signature] 2/1/10 Date
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors _____ Date

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Beatrice Armstrong was hospitalized on December 4, 2009 for surgery.

EMPLOYEE REGULAR WORK SCHEDULE:

M-F; 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. Jacquellne Howard-Matthews/Dr. Mwalimu Shujaa

NUMBER OF EMPLOYEES SUPERVISED, (if any)

N/A

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

- 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”)

RECEIVED
SUBR/BUDGET OFFICE
2010 FEB 9 AM 8:56
EXPRES
FEB 09 2010
VISE CHP
LITHANCE
CODE
US
RA
H1
J1
F1
F0

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

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

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

FONDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
210802-1062
GRANTS • CONTRACTS SECTION

**REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM**

CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

Name of Employee: Beatrice Armstrong SSN: 0616

Address: 2369 Kaufman Street, Baton Rouge, LA 70807 Phone: 225-357-0568

Title: Administrative Assistant Highest Degree: BS

Birth Date: 08-22-1951

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

EFFECTIVE DATE OF LEAVE: 12/4/09 ANTICIPATED RETURN DATE: 1/29/10

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) x
- 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 xx
- b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 8

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

Medical - surgery

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	<u> </u>	No	<u> </u>
State Retirement	Yes	<u>x</u>	No	<u> </u>
Group Insurance	Yes	<u> </u>	No	<u> </u>
Elected Supplemental Benefits	Yes	<u> </u>	No	<u> </u>

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

1/29/10
DATE

Beatrice Armstrong
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 1998
Purpose of Last Leave: Surgery

TYPE OF LAST LEAVE:

With pay x Amount:
Without Pay
Length of last leave: 8 wks

Signature of Chairperson

Signature of College Dean

Signature of Chief Academic Officer

Kip [Signature] 2/1/10
Signature of Campus Chancellor

[Signature]
Signature of System President

2/1/10
DATE

2/1/10
DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

RECEIVED
SUBR/BUDGET OFFICE
2/10 FEB - 9 AM 8:56

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 221550

DEC 21 2009

CAMPUS: SUS SUBR SUAC SUAREC SUNO SUSLA

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

Academic Non-Academic Civil Service
 Temporary Part-time () Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) _____ Retiree Return To Work Permanent Status

OFFICE OF THE CHANCELLOR

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment February 1, 2010 To June 30, 2010
Effective Date February 1, 2010

Name Damien D. Ejigiri SS# xxx-xx-0633 Sex M Race* B
(Last 4 digits only)
Position Title Assoc. Professor Department: Public Policy

Check One Existing Position New Position *Visa Type (See Reverse Side): _____
Expiration Date: _____

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

Years Experience 24 Southern University Experience 22
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge):
Ph.D. Texas A&M
MURP Virginia Polytechnic & State University 05/1981
B.A. George Washington University 05/1980

Current Employer Southern University and A&M College

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Medical Leave with Pay

Recommended Salary 110,054.00 \$ 77,038.00 / yr Salary Budgeted 110,054.00 \$ 77,038.00 / yr

Source of Funds State Funds

Identify Budget 10884 Location _____ Public Policy _____
Form Code: J1 Page 1 Item # 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)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable): _____

Mylon Wien 1-8-10 Supervisor Date
Mylon Wien 1-8-10 Dean/Unit Head Date
Chancellor 1/25/10 Date
Chancellor 01/19/2010 Date
Director/Personnel 1/26/10 Date
President 1/26/10 Date
Chancellor 1/26/10 Date
Vice President/Finance 1/26/10 Date
Business Affairs/Comptroller _____ Date
Chairman/S.U. Board of Supervisors _____ Date

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 : Dr. Damien Ejigiri, ^{Professor} Dean of Public Policy will be on Medical Leave with pay effective February 1, 2010. (P.S.)

EMPLOYEE REGULAR WORK SCHEDULE: M-F (8:00 - 5:00 p.m.)
EMPLOYEE DIRECT SUPERVISOR Dr. Mwalimu Shujaa Dr. Mylon Winn (Interim Dean)
SUPERVISOR/DEPARTMENT CONTACT NUMBER 7
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):

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

RECEIVED
VICE CHANCELLOR FOR
FINANCE & ADMINISTRATION
JAN 20 2010
Time _____
By _____

RECEIVED
SUBR/BUDGET OFFICE
2010 JAN 20 AM 11:29

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

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

FUNDS AVAILABLE
SOUTHERN UNIVERSITY SYSTEM
2-10884-1002
1/25/10
GRANTS & CONTRACTS SECTION

unclassified

REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

Name of Employee: DAMIAN D. EJIGIRI SSN: 579-92-0633

Address: 6318 Destrehan Dr Phone: 225-767-5855

Title: Assistant Professor Highest Degree: PhD

Birth Date: August 21 - 1948

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 22 1/2 yrs

EFFECTIVE DATE OF LEAVE: 1st Feb 10 ANTICIPATED RETURN DATE: July 1, 10

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) X
- 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) See months

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	<u>X</u>	No	_____
State Retirement	Yes	<u>X</u>	No	_____
Group Insurance	Yes	_____	No	<u>X</u>
Elected Supplemental Benefits	Yes	_____	No	<u>X</u>

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

Dec 18-09
DATE

[Signature]
SIGNATURE OF APPLICANT

2010 JAN 13 PM 12:37
SOUTHERN UNIVERSITY SYSTEM
HUMAN RESOURCES

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: August 10 09
Purpose of Last Leave: Sick leave

TYPE OF LAST LEAVE:

With pay X Amount: Normal Salary
Without Pay _____
Length of last leave: 6 months

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

DATE _____ DATE 1/26/10

Signature of Appropriate Committee Chairperson _____ Signature of Chairman of the Board _____
 Date _____ Date _____

JOB CLASS	1	7	2	0
JOB CODE	A			
CAL ID	A			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	2	6	1	0	0
-----------------	---	---	---	---	---	---

2010 FEB 2 PM 2:26

CAMPUS: SUS X SUBR _____ SUAC _____ SUAREC _____ SUNO _____ SUSLA _____
 VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER

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

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee _____ Date Left _____ Reason Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment February 12, 2010 To April 23, 2010
 Effective Date February 12, 2010 (maternity leave)

Name Troyetta C.N. Holiday SS# xxx-xx-6130 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant to the Executive Director of the SU System Foundation Department: Southern University Foundation

Check One Existing Position New Position *Visa Type (See Reverse Side):
 Expiration Date: _____

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

Years Experience 7 Southern University Experience 3
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): Baton Rouge Community College Year: _____

Current Employer S.U. System Foundation

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____

Recommended Salary (Annual Salary) \$5,312.50 Salary Budgeted 24,000 - \$5,312.50

Source of Funds Inter-Institutional Cost Transfer Budget

Identify Budget: 01-2-10622 Location SU Foundation
 Form Code: BOR-10 Page _____ 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)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 1/16/10
 Vice Chancellor [Signature] Date 02/22/10
 Director/Personnel [Signature] Date 2/2/10
 President [Signature] Date 2/2/10

Dean/Unit Head n/a Date _____
 Chancellor [Signature] Date 2/2/10
 Vice President/Finance Business Affairs/Comptroller [Signature] Date 2/2/10
 Chairman/S.U. Board of Supervisors _____ Date _____

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8am-5pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Ernie Hughes
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3911
NUMBER OF EMPLOYEES SUPERVISED, (if any) 8

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	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	2017-02-23
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

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

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below):
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 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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 - Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
 - Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
 - Exemptions Survey Form (signed by employee and budget head)
 - Proposed Employee Appointment
 - Proposed Employee Clearance
 - Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTH FERN UNIVERSITY SYSTEM

\$5312.50

01-2-10622-1002
GRANTS • CONTRACTS SECTION

**REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM**

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

Name of Employee: Troyetta Holiday SSN: 439-47-4130

Address: 4644 Sycamore St Phone: 225-715-1042

Title: Asst. to the Director of the Foundation Highest Degree:

Birth Date: 11/27/83

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

EFFECTIVE DATE OF LEAVE: 2/22/10 ANTICIPATED RETURN DATE: 4/23/10

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 ✓
 - b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 10

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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
State Retirement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Group Insurance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Elected Supplemental Benefits	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

2010 FEB -2 PM 2:23

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

2/22/10
DATE

Troyetta Holiday
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave:
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

DATE DATE 1/7/10

Signature of Appropriate Committee Chairperson Signature of Chairman of the Board
Date Date

JOB CLASS			
JOB CODE			
CAL ID			

RECEIVED SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form
IAN 77 2010

POSITION NUMBER 221198

CAMPUS: SUS **RECEIVED** 2010 FEB 03 3:18 PM **RECEIVED** OFFICE OF THE CHANCELLOR

EMPLOYMENT TYPE: 9-MONTH 12-MONTH OTHER X (Specify) _____

X Academic Non-Academic Civil Service
Temporary Part-time (% of Full Time) Restricted
X Tenured Undergraduate Student Job Appointment
Tenure Track Graduate Assistant Permanent Status
Other (Specify) Retiree Returned To Work

Previous Employee Diane Keithly Reason Left Medical Leave
Date Left September 9, 2009 Salary Paid \$27,473/remainder of fall 2009 semester

Profile of Person Recommended

Length of Employment January 11, 2010 To May 14, 2010
Effective Date January 11, 2010

Name Diane Keithly ID# xxx-xx-0067 Sex* F Race* W
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)
Position Title: Professor Department: Sociology

Check One X Existing Position *Visa Type (See Reverse Side): U - S
_____ New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience	<u>21</u>	Southern University Experience	<u>15</u>
Degrees(s): Type/Discipline (BA-Education):		Institution/Location (SU-Baton Rouge):	Year:
<u>BA-Sociology</u>		<u>University of New Orleans</u>	<u>1972</u>
<u>MA-Sociology</u>		<u>LSU</u>	<u>1974</u>
<u>PhD-Sociology</u>		<u>LSU</u>	<u>1992</u>

Current Employer _____

Personnel Action

Check One _____ New Appointment _____ Sabbatical _____ Leave of Absence
_____ Transfer X Other (Specify) Medical leave from

Recommended Salary 34,341.50 Salary Budgeted 34,341.50

Source of Funds Sociology (5-10875)

Identify Budget: 5-10875 Location Department of Sociology
Form Code: _____ Page _____ Item # _____

Change of: From To

Position _____
Status _____
Salary Adjustment _____

List total funds currently paid this employee by Southern University:

*See Reverse Side
Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side Graduate School signature (if applicable):

Supervisor [Signature] 1/25/10 Date
Vice Chancellor [Signature] 1/27/2010 Date
Director/Personnel [Signature] 02/02/2010 Date
President [Signature] 2/3/10 Date

Dean/Unit Head [Signature] 1/25/10 Date
Chancellor [Signature] 1/23/10 Date
Vice President/Finance [Signature] 2/5/10 Date
Business Affairs/Comptroller [Signature] 2/5/10 Date
Chairman/S.U. Board of Supervisors _____ Date

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

Comments:

Upon the advice of her doctors, Dr. Diane Keithly is continuing her medical leave through the spring semester of 2010.

EMPLOYEE REGULAR WORK SCHEDULE:

Employee is on medical leave.

EMPLOYEE DIRECT SUPERVISOR:

Christopher Hunte, Chair of Sociology

NUMBER OF EMPLOYEES SUPERVISED (if any)

HR USE ONLY:

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 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 approved by Human Resources before employment is offered.

CLASS OF EMPLOYMENT:

NAME

CODE

EXPIRES

United States Citizen/Certificate of Naturalization

US

Resident Alien

RA

H-1 Visa (Distinguished Merit & Ability)

H1

J-1 Visa (Exchange Visitor Program)

J1

F-1 Visa (Student Emp. FT Student at S.U.)

F1

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

F0

RECEIVED
HRR/BUDGET OFFICE
2010 JAN 31 AM 11:32

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
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

34,341.50

0002-10875-1003

**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 Hootsell 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: 16

EFFECTIVE DATE OF LEAVE: 1/11/2010 ANTICIPATED RETURN DATE: 5/14/2010

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) 18

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 <input checked="" type="checkbox"/>	No _____
State Retirement	Yes _____	No <input checked="" type="checkbox"/>
Group Insurance	Yes _____	No <input checked="" type="checkbox"/>
Elected Supplemental benefits	Yes _____	No <input checked="" type="checkbox"/>

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

1/6/2010 DATE Diane C. Keithly SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: Fall 2009
Purpose of Last Leave: Medical Leave

TYPE OF LAST LEAVE:
With pay ✓ Amount: \$ _____
Without pay _____
Length of last leave: 13 Weeks

Signatures and dates of approval:
 Signature of Chairperson: [Signature] Date: 1/29/10
 Signature of College Dean: [Signature] Date: 1/25/10
 Signature of Chief Academic Officer: [Signature] Date: 1/21/10
 Signature of Campus Chancellor: [Signature] Date: _____
 Signature of System President: [Signature] Date: 2/8/10

Signature of Appropriate Committee Chairperson _____ Date _____
Signature of Chairman of the Board _____ Date _____

JOB CLASS			
JOB CODE			
CAL ID	REC		

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

RELATIVE POSITION NUMBER	2	2	1	0	1	6
--------------------------	---	---	---	---	---	---

2010 FEB -4 PM 3:15
 CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____
 VP/FINANCE/BUSINESS EMPLOYERS CATEGORY: CONTROLLER _____ MONTH _____ 12-MONTH _____ OTHER (Specify) _____
 ACADEMIC/PH.D. LEAVE _____ Medical Leave _____

<input checked="" type="checkbox"/> Academic	_____ Non-Academic	RECEIVED FEB 03 2010 OFFICE OF THE CHANCELLOR	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)		_____ Restricted
<input checked="" type="checkbox"/> Tenured	_____ Undergraduate Student		_____ Job Appointment
_____ Tenured Track	_____ Graduate Assistant		_____ Probationary
<input checked="" type="checkbox"/> Other (Specify)	_____ Retiree Return To Work		_____ Permanent Status

Previous Employee _____ N/A
 Date Left _____ N/A
 Reason for _____ N/A
 Salary Paid _____ N/A

Profile of Person Recommended

Length of Employment January 11, 2010 To May 14, 2010
 Effective Date January 11, 2010

Name Dr. Joseph T. Kennedy SS# xxx-xx-4288 Sex M Race W
 (Last 4 digits only)
 Position Title: Associate Professor Department: Mass Communication

Check One Existing Position *Visa Type (See Reverse Side):
 _____ New Position Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 35 years Southern University Experience 33
 Degrees(s):
 Type/Discipline (BA-Education): Ph.D. Art Theory Criticism Institution/Location (SU-Baton Rouge): University of Georgia Year: 1968
M.V.A. in Photography Georgia State University 1980
B.A. in Mathematics University of Georgia 1991

Current Employer Southern University, Department of Mass Communication

Personnel Action

Check One _____ New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence
 _____ Transfer _____ Replacement _____ Other (Specify) _____ Medical Leave _____

Recommended Salary \$55,772.80 year / 1 mos Salary Budgeted \$55,772.80 year

Source of Funds 10834/Department of Mass Communication

Identify Budget: 10834 Location Mass Communication
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
10834 State	\$55,772.80

*See Reverse Side
 Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable): _____

Supervisor	<u>Melvin D. Davis</u>	<u>1/11/10</u>	Date
Dean/Unit Head	<u>James W. ...</u>	<u>1/21/10</u>	Date
Vice Chancellor	<u>...</u>	<u>1/29/2010</u>	Date
Director/Personnel	<u>...</u>	<u>02/01/2010</u>	Date
President	<u>...</u>	<u>2/01/10</u>	Date
Chairman/S.U. Board of Supervisors	<u>...</u>	<u>2/5/10</u>	Date

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Dr. Joseph Kennedy's medical leave:

Begins January 11, 2010 - May 14, 2010

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

NUMBER OF EMPLOYEES SUPERVISED, (if any)

IIR 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 current 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 approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

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

RECEIVED
OFFICE
8:32

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 (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
#5377280
0602-10834-1013
Rev. 8/20/2005
GRANTS & CONTRACTS SECTION

REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

Campus: SUBRR

Name of Employee: Dr. Joseph T. Kennedy

Title: Associate Professor Highest Degree: Ph.D.

Birth Date: Month December Day 8th Year 1945 Age 64

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

Purpose of leave Requested (check one):

- a. Professional or Cultural Improvement _____
- b. Rest and Recuperation x Statement from two (2) physicians must be attached
- c. Independent Study or Research _____
- d. Military _____
- e. Maternity _____

TYPE OF LEAVE REQUESTED (check one):

- a. with pay x
- b. without pay _____

LENGTH OF LEAVE REQUESTED: (No. of weeks) five (5) months.
(not to exceed 36 weeks)

EFFECTIVE DATE OF LEAVE: January 11, 2010

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 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.

Jan 11, 2010
DATE

Joseph T. Kennedy
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: _____

Purpose of Last Leave: _____

TYPE OF LAST LEAVE:

With pay _____ Amount: \$ _____

Without Pay _____

Length of last leave: _____

Mahmoud Dawud
Signature of Chairperson

Joseph T. Kennedy
Signature of College Dean

M. H. ...
Signature of Chief Academic Officer

Rep. ...
Signature of Campus Chancellor

David ...
Signature of System President

DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	221183
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JAN 05 2010

CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____
 EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH _____ OTHER X (Specify) Spring 2010

X Academic _____ Non-Academic _____
 _____ Temporary _____ Part-time (100 % of Full Time) _____
X Tenured _____ Undergraduate Student _____
 _____ Tenured Track _____ Graduate Assistant _____
 _____ Other (Specify) _____ Retiree Return To Work _____

RECEIVED

JAN 22 2010

OFFICE OF THE CHANCELLOR

RECEIVED
 DEC 16 2009
 COLLEGE OF SCIENCES

Previous Employee Rama Mohanty Reason Left Medical Sick Leave
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment January 11, 2010 To May 14, 2010
 Effective Date January 11, 2010

Name Rama Mohanty SS# xxx-xx-8235 Sex M Race* Asian
 (Last 4 digits only)

Position Title: Professor Department: Physics

Check One Existing position *Visa Type (See Reverse Side): U - S
New Position Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 49 Southern University Experience 33
 Degree(s): Ph. D. Penn State University

Current Employer Southern University at Baton Rouge

Personnel Action

Check One New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence _____
 _____ Transfer _____ Replacement X Other (Specify) _____ Medical Sick Leave _____

Recommended Salary \$34,874 Salary Budgeted \$34,874
\$32,009.95/ 4Months 3 Days \$32,009.95/ 4Months 3 Days

Source of Funds _____

Identify Budget: 10872 Location _____
 Form Code: _____ Page 1 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)

Source of Funds	Amount
10872	\$32,009.95/ 4Months 3 Days

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] 12/16/09 Date
 Vice Chancellor [Signature] 1/5/2010 Date
 Director/Personnel [Signature] 01/14/2010 Date
 President [Signature] 1/26/10 Date

Dean/Unit Head [Signature] 12/16/09 Date
 Chancellor [Signature] 1/25/10 Date
 Vice President/Finance [Signature] 1/26/10 Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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 American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Under medical sick leave

EMPLOYEE REGULAR WORK SCHEDULE:

On medical leave (Rtd)

EMPLOYEE DIRECT SUPERVISOR:

Dr Diola Bagayoko - Department Chair

NUMBER OF EMPLOYEES SUPERVISED, (if any)

None

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

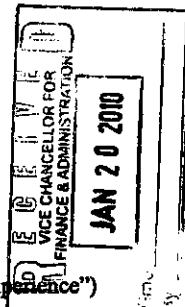
GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement 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

- 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

- US
- RA
- H1
- J1
- F1
- FO

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SUBR/BUDGET OFFICE
2010 JAN 19 AM 9:24

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

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

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

2-10872-10B3
1/25/10

**REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM**

Campus: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

Name of Employee: Rama C. Mohanty SSN: 191-32-8235

Address: 2011 General Taylor Avenue, Baton Rouge, LA 70810 Phone: (225) 767-4101

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

Birth Date: January 13, 1939

NO OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 33

EFFECTIVE DATE OF LEAVE: 1/11/2010 ANTICIPATED RETURN DATE: 5/14/2010

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) 16

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

Rest and recuperation

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 <input checked="" type="checkbox"/>	No _____
State Retirement	Yes _____	No _____
Group Insurance	Yes <input checked="" type="checkbox"/>	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.

November 28, 2009 Rama C. Mohanty
DATE SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: Fall 2009
Purpose of Last Leave: Medical

TYPE OF LAST LEAVE:

With pay _____ Amount: \$ 34,874
Without pay _____
Length of last leave: _____

[Signature] 12/15/09 [Signature] 1/11/2010
Signature of Chairperson Signature of College Dean Signature of Chief Academic Officer

[Signature] 1/25/10 [Signature] 1/26/10
Signature of Campus Chancellor Date Signature of System President Date

Signature of Appropriate Committee Chairperson Date Signature of Chairman of the Board Date

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JAN 22 2010
OFFICE OF THE CHANCELLOR

RECEIVED
SOUTHERN UNIVERSITY
HUMAN RESOURCES
2010 JAN - 7 PM 12:35

JOB CLASS	
JOB CODE	
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

221044

JAN 14 2010

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CAMPUS: SUNO SUBR X ACADEMIC AFFAIRS SUNO SUSLA
 EMPLOYMENT: 1 MONTH X 12-MONTH OTHER (Specify)

Academic Non-Academic Civil Service
 Temporary Part-time (% of Full-Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) Retiree Return To Work Permanent Status

Previous Employee Hazel L. White Reason Left Retired
 Date Left August, 2008 Salary Paid \$69,040.00

OFFICE OF THE CHANCELLOR

RECEIVED
 SOUTHERN UNIVERSITY
 JUL 27 2009
 SCHOOL OF NURSING

Profile of Person Recommended

Length of Employment August 10, 2009 To May 14, 2010
 Effective Date August 10, 2009

Name Leah Cullins SS# xxx-xx-5822 Sex female Race black
 (Last 4 digits only)

Position Title: Assistant Professor Department: Graduate Nursing

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date:

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

Years Experience 7.5yrs Southern University Experience 3.0
 Degree(s): Type/Discipline (MSN-Nursing): Institution/Location (SU-Baton Rouge): Year:
BSN Southern University 2003
MSN Southern University 2006
DNP University of Alabama

Current Employer Southern University - SUBR

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Salary Adjustment

Recommended Salary \$ 73,000.00 Salary Budgeted \$73,000.00
 Source of Funds 2/10878

Identify Budget: 2/10878 Location
 Form Code: Page Item #

Change of: From To
 Position
 Status
 Salary Adjustment \$52,000.00 \$73,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
10878	52,000

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable):

Sharon Whitehead 7/24/09 Date
 Supervisor
Mural J. Stuyf 1/15/2010 Date
 Vice Chancellor
Robert A. West 12/22/09 Date
 Director/Personnel
David McManus 9/3/10 Date
 President
Janet Rami 1/9/2010 Date
 Dean/Unit Head
Chancellor 1-29-10 Date
Patricia White 2/2/10 Date
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors Date

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Hispanic or Latino

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 recognition.

COMMENTS: Dr. Cullins' work schedule For AY 2009 will be 100% full-time (five 5 days per week).
Additional salary to move Dr. Cillins from Clinical MSN faculty to NP faculty with a terminal degree.

EMPLOYEE REGULAR WORK SCHEDULE:

100% full-time (5 days per week)

EMPLOYEE DIRECT SUPERVISOR:

Dr. Sharon Hutchinson

NUMBER OF EMPLOYEES SUPERVISED, (if any)

0

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources 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

CODE

United States Citizen/Certificate of Naturalization

US

Resident Alien

RA

H-1 Visa (Distinguished Merit & Ability)

H1

J-1 Visa (Exchange Visitor Program)

J1

F-1 Visa (Student Emp. FT Student at S.U.)

F1

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

F0

RECEIVED
 BUDGET OFFICE
 2008 JUN 27 PM 3:21
 EXPIRES

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)
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- _____ 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)