

PERSONNEL AFFAIRS COMMITTEE
(Following the Finance and Audit Committee)
Friday, July 23, 2010
Health and Physical Education Building
Southern University at New Orleans – Park Campus
6400 Press Drive
New Orleans, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Appointment of Assistant Professor of Health Information Management, SUNO
 - B. Appointment of Assistant Professor of Business Entrepreneurship, SUNO
 - C. Appointment of Assistant Professor of Management Information Systems, SUNO
 - D. Appointment of Registrar, SUNO
 - E. Renewal of Legal Writing Professors' Contracts, SULC
 - F. Ratification of the Appointment of Felton Grandison Clark Professor of Education (Tenure Track), SUBR
 - G. Appointment of Interim Internal Audit Director, SUBR
 - H. Appointment of Assistant Vice Chancellor for Student Affairs, SUBR
 - I. Approval of Salary Increase for Vice Chancellor for Finance and Administration, SUBR
 - J. Authorization to create Assistant Vice Chancellorship for Enrollment Management, SUBR
 - K. Authorization to Appoint an Interim Assistant Vice Chancellor for Enrollment Management, SUBR
 - L. Authorization to create Chief Budget Officer by combining offices, SUBR
 - M. Authorization to Appoint Interim Chief Budget Officer, SUBR
 - N. Ratification of Appointment of Chief of Staff, SU System
 - O. Authorization to create General Counsel to the System and Board of Supervisors Position, SU System
 - P. Appointment of General Counsel to the System and Board of Supervisors, SU System
 - Q. Appointment of Executive Counsel to the President, SU System
 - R. Waiver of search and appointment of Assistant Vice-President for Academic and Student Affairs, SU System
 - S. Appointment of Associate Professor of Mathematics, SUBR
 - T. Request for Leave of Absence, Associate Comptroller, SUBR
 - U. Request for Leave of Absence, Asst. Professor/Clinical Administrator, SUBR
6. Other Business
7. Adjournment

Mr. Richard J. Caiton, Jr. – Chair, Mr. Darren G. Mire, Vice Chair, Mr. Myron K. Lawson
Atty. Patrick D. Magee, Mr. Randale Scott, Atty. Tony M. Clayton - Ex Officio

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)

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

RECEIVED
 JUN 29 2010
 Academic Affairs

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

Profile of Person Recommended

Length of Employment August 16, 2010 To May 10, 2011
 Effective Date August 16, 2010
 Name Laura Marie Douresseaux SS# xxx-xx-1649 Sex Female Race* Black
 Position Title: Assistant Professor Department: Health Information Management Program

Check One Existing Position New Position
 *Visa Type (See Reverse Side)
 Expiration Date: JUN 30 2010
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

RECEIVED
 JUN 30 2010
 VICE CHANCELLOR FOR
 ADMINISTRATION & FINANCE

Years Experience 0 Southern University Experience
 Degree(s): Type/Discipline (BA-Education): M.S., Health Care Management Institution/Location (SU-Baton Rouge): University of New Orleans
B.S., Health Information Management University of Louisiana at Lafayette 5/1993
RHIA, Registered Health Inform. Administrator American Health Information Management Association 10/1993
 Current Employer LSU Healthcare Network, New Orleans, LA

Personnel Action

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

Recommended Salary \$75,000 Salary Budgeted \$75,000

Source of Funds State

Identify Budget: General Location 2-10146
 Form Code: BOR Page _____ Item # _____
 Change of: _____
 Position _____ From _____ To _____
 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 Cynthia Mitchell 6/23/10 Date
 Dean/Unit Head William S. Jackson 6/23/10 Date
 Vice Chancellor John T. ... 06-30-10 Date
 Chancellor Michael ... 7/2/10 Date
 Director/Personnel Handy ... 7/1/10 Date
 Vice President/Finance Malcolm E. White 7/7/10 Date
 Business Affairs/Comptroller _____
 President [Signature] 7/12/10 Date
 Chairman/S.U. Board Of Supervisor [Signature] Date
 BUDGET OFFICER: [Signature]
 DATE: 6-30-10

RECEIVED
 2010 JUL -6 PM 1:44
 VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Employee will work schedule class hours, and will have eight (8) hours of office.

(Contigent Upon Availability of Funds)

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Andrea Mignott

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

CODES

EXPIRES

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")

US

RA

H1

J1

F1

F0

FUNDS AVAILABLE

JUL 01 2010

BY:

ADMINISTRATION & FINANCE

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

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

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

Dc

SOUTHERN UNIVERSITY- BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION BE AUTHORIZED AS A VACANCY FOR Assistant Professor, Tenure-track
Health Information Management Systems
(Department or Other Unit)

SUNO: HUMAN RESOURCE

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

Source of Funds

State
 Grant - in - Aid
 System Revenue
 Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Request permission to hire a Health Information Management Systems (Bachelor's Degree) Assistant Professor, tenure-track. Duties include teaching; advising students; coordinating professional practice experiences; and participating in university, community service activities; and assisting with program accreditation. A master's degree with RHIA credentials required.

Budget Code: 2-10146

Salary/Range: \$70,000 to \$80,000

Approved Disapproved *Andrew Meyer* Department Head *3/16/10* Date
 Approved Disapproved *Henry Jackson* Dean/Director/Supervisor of Budget Unit *3/16/10* Date

COMPTROLLER'S OFFICE ONLY
Funds Available

Yes No

Signature _____ Date _____

Budget Number _____

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

Yes No

Job Code: _____ Cal Id: _____ Job Class: _____

Verified By: _____ Date: _____

Approved Disapproved *Heather* Vice Chancellor *03-16-10* Date
 Approved Disapproved *WCP* Chancellor/Vice President *3/25/10* Date
 Approved Disapproved *WJD* President *3/31/10* Date

An Equal Opportunity Employer

WJD
3/16/10

3/16/10

3/25/10
3/31/10
3/25/10

Rev 11/13/2005

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

RECEIVED
 JUN 17 2010
 Academic Affairs

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

EMPLOYMENT CATEGORY: 9-MONTH _____ X 12-MONTH _____ OTHER _____

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

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

Profile of Person Recommended

Length of Employment August 16, 2010 To May 10, 2011

Effective Date August 16, 2010

Name Marjorie Anne Fox SS# xxx-xx- 8722 Sex Female Race* White

Position Title: Assistant Professor Department: Business Entrepreneurship

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

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

Expiration Date: _____

Years Experience 15 Southern University Experience _____

Degree(s):
 Type/Discipline (BA-Education): PhD - Business Admn., Marketing Institution/Location (SU-Baton Rouge): Tulane University-A.B. Freeman School of Business
MBA - Finance, Minor: Marketing Tulane University-A.B. Freeman School of Business
BA - Economics University of Maryland at College Park

Current Employer N/A

RECEIVED
 JUN 21 2010
 VICE CHANCELLOR FOR ADMINISTRATION & FINANCE
 2010 JUL 1 4 44 PM
 RECEIVED
 VICE CHANCELLOR FOR ADMINISTRATION & FINANCE
 2010 JUL 1 4 44 PM

Personnel Action

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

Recommended Salary \$65,000 Salary Budgeted _____

Source of Funds General

Identify Budget: _____ State _____ Location 2-10422
 Form Code: BR-10 Page 1 Item # 13 CA

Change of:

Position _____ From _____ To _____
 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 Frank Martin 6/3/10 Date
 Vice Chancellor HA Jue 06-17-10 Date
 Director/Personnel [Signature] 7/1/10 Date
 President [Signature] 7/12/10 Date
 Dean/Unit Head [Signature] 6/3/10 Date
 Chancellor [Signature] 7/2/10 Date
 Vice President/Finance Tolan E. White/gam 7/7/10 Date
 Business Affairs/Comptroller _____
 Chairman/S.U. Board Of Supervisor _____ Date
 BUDGET OFFICER: RR
 DATE: 6-25-10

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

COMMENTS:

Contingent Upon Availability of Funds

EMPLOYEE REGULAR WORK SCHEDULE:

Monday-Friday, 8:00am - 5:00pm

EMPLOYEE DIRECT SUPERVISOR:

Dr. Frank Martin

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

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

CODES

EXPIRES

FUNDS AVAILABLE	
RA	
H1	JUL 01 2010
J1	
BY:	<i>WMD</i>
ADMINISTRATION & FINANCE	

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

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

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

fr

SUS SUBR SULAC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Assistant Professor
 BE AUTHORIZED AS A VACANCY FOR Business Entrepreneurship
 (Department or Other Unit)

Source of Funds
 State
 Grant - in - Aid
 System Revenue
 Agency Fund State

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

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assistant professor to teach four courses in BADM, ECON, and ENTR. Individual appointed to the position is expected to provide service to the department and college, to engage in research, and to be involved in the CBA process to obtain accreditation by AACSB International. Department needs to fill position in order to cover scheduled classes and to achieve a goal of AACSB International accreditation. The person hired must be Academically Qualified by AACSB Standards

Budge Code: 2-10422

Salary/Range: \$65,000-\$80,000

Approved Disapproved Frank Martin 2/10/10
 Department Head Date
 Approved Disapproved [Signature] 2/10/10
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code:	Cal Id: Job Class:
Verified By: Date:	

Approved Disapproved [Signature] 02-12-10
 Vice Chancellor Date
 Approved Disapproved [Signature] 3/10/10
 Chancellor/Vice President Date
 Approved Disapproved [Signature] 3/10/10
 President Date

An Equal Opportunity Employer

WDD
3/4/10

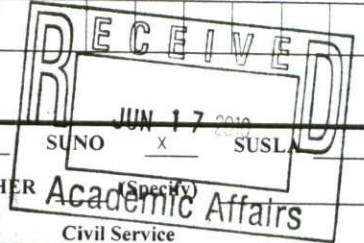
R 3/4/10

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER



CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSL

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

Academic Non-Academic

Temporary Part-Time (% of Full Time)

Tenured Undergraduate Student

Tenured Track Graduate Assistant

Other (Specify) Retiree Return To Work

Civil Service

Restricted

Job Appointment

Probationary

Permanent Status

Previous Employee N/A Reason Left SIB

Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment August 16, 2010 To 12/14/2010

Effective Date August 16, 2010

Name Muhammed Z. Miah SS# xxx-xx- Sex Male White

Position Title: Assistant Professor Department: Management Information Systems

Check One Existing Position New Position

*Visa Type (See Reverse Side) _____ Expiration Date: 12/31/2010

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

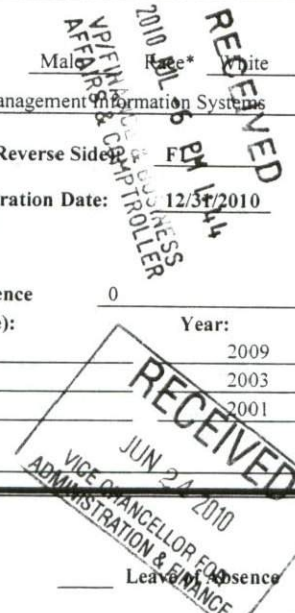
Years Experience 6 years Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): PhD - Computer Science Institution/Location (SU-Baton Rouge): University of Texas at Arlington, TX Year: 2009

MBA - Computer Information Systems Quinnipiac University, Connecticut 2003

MS - Computer & Information Science University of New Haven, CT 2001

Current Employer University of North Carolina at Chapel Hill



Personnel Action

Check One New Appointment Continuation Sabbatical Leave Without Pay

Transfer Replacement Other (Specify) _____

Recommended Salary \$70,000 Salary Budgeted \$75,000

Source of Funds General

Identify Budget: State 2-10423

Form Code: BOR - 10 Page 1 Location 1 Item # #35

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):

Adnan Emar 6/19/2010 Supervisor Date

[Signature] 6/9/2010 Dean/Unit Head Date

[Signature] 6/24/10 Vice Chancellor Date

[Signature] 6/23/10 Director/Personnel Date

[Signature] 7/12/10 President Date

[Signature] 6/25/10 Chairman/S.U. Board Of Supervisor Date

[Signature] 7/1/10 Chancellor Date

[Signature] 7/7/10 Vice President/Finance Business Affairs/Comptroller Date

BUDGET OFFICER: [Signature]

DATE: 6-25-10

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

_____ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

COMMENTS: (Contingent Upon Availability of Funds)

EMPLOYEE REGULAR WORK SCHEDULE: Monday - Friday, 8:00am - 5:00pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Adnan Omar

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	CODES	EXPIRES
United States Citizen/Certificate of Naturalization	U	
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")	FD	

FUNDS AVAILABLE
 JUN 25 2010
 BY: *WDD* X
 ADMINISTRATION & FINANCE

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

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

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

SUS SUBR SULAC **RECEIVED** SUNC SUSLA

MAR 10 2010 **POSITION VACANCY AUTHORIZATION**

REQUEST THAT THE POSITION Assistant Professor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Management Information Systems
 (Department or Other Unit)

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

RECEIVED
 MAR 02 2010
 OFFICE OF THE CHANCELLOR
 STATE OF LOUISIANA
 DEPARTMENT OF FINANCE

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assistant Professor to teach graduate and undergraduate courses in Management Information Systems. Individual appointed to this position is expected to provide service to the department and college, to engage in research and to be involved in the CBA process to obtain accreditation by AACSB International. Department needs to fill position in order to cover scheduled classes and to achieve the goal of AACSB accreditation. The applicant hired must be Academically Qualified by the AACSB Standards.

Budget Code: 2-10423
 Salary/Range: \$65,000 - \$75,000

Approved Disapproved Ad Chuan 2/2/10
 Department Head Date
 Approved Disapproved J. Smith 2/3/10
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code:	Cal Id: Job Class:
Verified By: Date:	

Approved Disapproved HA Me 02-12-10
 Vice Chancellor Date
 Approved Disapproved W. D. ... 3/10/10
 Chancellor/Vice President Date
 Approved Disapproved W. D. ... 3/10/10
 President Date
 An Equal Opportunity Employer

W.D.
3/10/10

3/10/10 Rev 7/13/2005

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

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) <u> </u>	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Gilda Davis Reason Left Interim appointment ended
 Date Left June 30, 2010 Salary Paid \$52,453.00

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011

Effective Date July 1, 2010

Name Gilda Davis SS# XXX-XX- 5384 Sex Female Race* Black

Position Title: Registrar Department: Registrar's Office

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

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 Southern University Experience 35

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. - Business Administration</u>	<u>Southern University at New Orleans</u>	<u>1995</u>
	<u>M.A. - Criminal Justice</u>	<u>Southern University at New Orleans</u>	<u>2003</u>

Current Employer Southern University at New Orleans

RECEIVED
 JUL 07 2010
 VICE CHANCELLOR FOR
 ADMINISTRATION & FINANCE

Personnel Action

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

Recommended Salary \$52,453.00 Salary Budgeted \$52,453.00

Source of Funds State

Identify Budget: General Fund Location 12 Item # 210504
 Form Code: BOR 10 Page 12 Item # 359

Change of:

Position	<u>Interim Registrar</u>	From	<u>Registrar</u>	To
Status	<u> </u>		<u> </u>	
Salary Adjustment	<u>\$52,453</u>		<u>\$52,453</u>	

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
21504	\$52,453

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>[Signature]</u> Date <u>07-07-10</u>	Dean/Unit Head <u>[Signature]</u> Date <u>07-07-10</u>
Vice Chancellor <u>[Signature]</u> Date <u>7/7/10</u>	Chancellor <u>[Signature]</u> Date <u>7/9/10</u>
Director/Personnel <u>[Signature]</u> Date <u>7.12.10</u>	Vice President/Finance Business Affairs/Comptroller <u>[Signature]</u> Date <u> </u>
President <u>[Signature]</u> Date <u>7/7/10</u>	Chairman/S.U. Board Of Supervisor <u>[Signature]</u> Date <u> </u>

BUDGET OFFICER: [Signature]
 DATE: 7-7-10

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This PAF is to move the named employee from an Interim position (Interim Registrar) to a permanent/promotion of Registrar.

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

EMPLOYEE DIRECT SUPERVISOR: Dr. David S. Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
 JUL 07 2010
 BY: *W.D.W.*
 ADMINISTRATION & FINANCE

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

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

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

SOUTHERN UNIVERSITY- BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION
BE AUTHORIZED AS A VACANCY FOR

Registrar
Registrar's Office
Department or Other Unit) U

RECEIVED
UNIVERSITY OF HUMAN RESOURCES
UNCLASSIFIED

RECEIVED
MAR 16
Academic Affairs

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position* | <input checked="" type="checkbox"/> Unclassified |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | |

- Source of Funds**
- State
- Grant - in - Aid
- System Revenue
- Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION


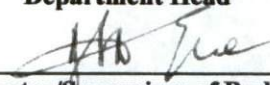
(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with The appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).

Requesting permission to hire a permanent Registrar.

RECEIVED
MAR 13 2010
VICE CHANCELLOR FOR
ADMINISTRATION & FINANCE


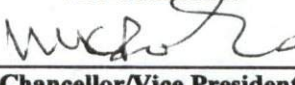
Budget Code : 2-10504

Salary/Range: \$50,000 - \$55,000

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		03-17-10
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		03-17-10
		Dean/Director/Supervisor of Budget Unit	Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code:	Cal Id:
Job Class:	
Verified By:	Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		03-17-10
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		3/25/10
		Chancellor/Vice President	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	President	Date
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An Equal Opportunity Employer

 3/25/10
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SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294

Baton Rouge, Louisiana 70813-9294

Office of the Chancellor
[225] 771-2552
FAX: [225] 771-2474

July 13, 2010

VIA EMAIL

Dr. Ronald Mason
President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

Re: Tenure and Promotion Recommendations

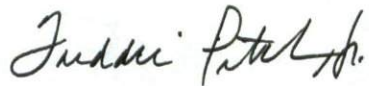
Dear Dr. Mason:

I am pleased to advise that Assistant Legal Analysis & Writing Professors Angela Allen-Bell, Wendy Shea, and Tracy Woods, have been recommended for retention and contract renewal pursuant to American Bar Association Standards 405(d). Their applications were timely filed and duly considered by the Law Center's Faculty Appointment, Retention, and Promotion Committee. The faculty considered the teaching, research and service of each professor and recommended retention and that they be extended a two-year contract to teach legal analysis and writing at the Southern University Law Center. I wholeheartedly concur with the committee's recommendations.

All of these professors have been instrumental in helping us achieve our most recent ABA accreditation reaffirmation, as well as making it possible for us to move toward establishing membership in the Association of American Law Schools. They have added tremendous value to our Law Center's program of legal education and have earned an additional two-year appointment under the long-term contract recommendations of ABA Standards 405(d).

I, therefore, ask that you join me and the Law Center's Faculty Appointment, Retention, Promotion and Tenure Committee, in recommending to the Board of Supervisors that Professors Angela Allen-Bell, Wendy Shea, and Tracy Woods, be granted a two-year contract as Assistant Professors of Legal Analysis and Writing.

Sincerely,

A handwritten signature in cursive script, appearing to read "Freddie Pitcher, Jr.", written in dark ink.

Freddie Pitcher, Jr.
Chancellor and Professor of Law
SULC



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

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

July 8, 2010

To: Ronald Mason, President, Southern University System
 From: Kofi Lomotey, Chancellor *KLM*
 Re: Request for approval to hire Dr. Lisa Delpit as Felton Grandison Clark Professor of Education

I respectfully request your approval to hire Dr. Lisa Delpit as the Southern University and A&M College's first Felton Grandison Clark Professor of Education. We believe that the hiring of Dr. Lisa Delpit is critical to the survival and development of the Southern University Laboratory School (SULS), the College of Education (CoE)--and ultimately Southern University (SUBR). The Laboratory School and the College of Education are two entities of extreme significance as SUBR moves forward. They are important parts of the vision for the future of the campus.

The SULS has been challenged in recent years in the areas of leadership, professional development of faculty and staff at all levels, and in student performance. It currently has a 3-star ranking. There is no reason, with the resources of Southern University available to it, that the Southern University Laboratory School should not have a 5-star rating, which is the highest offered in Louisiana.

The positioning of SULS with regard to SUBR and, in particular, its College of Education, is ideal for developing the kind of synergy that is needed to produce an exemplary education model that will garner national and international recognition. Our vision is one in which the College of Education faculty and SULS faculty work as a team to prepare outstanding teacher education graduates who, in turn, will become the teachers who will transform Louisiana's schools. Of course the SULS will serve as the professional development site for these emerging professional educators.

SUBR has an historic mission to enhance the African American community as an aspect of its responsibility to the entire state of Louisiana. It must play a vanguard role in setting examples of curriculum appropriateness--both in terms of currency and cultural relevance for the population that we serve.

Dr. Delpit has a distinguished career with an international reputation in addressing the particular educational/curricular needs of African American children. Moreover, she is eminently qualified to serve in a leadership capacity in efforts to enhance the teaching/learning process through professional development activities for both SULS and the CoE faculty.

We are recommending that Dr. Delpit be appointed initially as our first Felton Grandison Clark Professor. She would be an untenured full professor with a college-wide appointment. She would be evaluated for tenure during the third year of her appointment. She would have limited teaching

responsibilities, with additional responsibilities coordinating professional development and curricular development efforts in the SULS and in the CoE in consultation with SULS director and under the direction of the dean of the CoE.

The proposed salary of \$120,000 for Dr. Delpit we believe is justified for the following reasons. First, Dr. Delpit is a distinguished scholar, researcher and practitioner with a national and an international reputation. Second, Dr. Delpit's preeminence as a scholar will, no doubt contribute to our ability to attract other outstanding and renowned scholars as well as other high quality students. Finally, in order to attract such outstanding individuals from other institutions--particularly major research institutions--we will have to offer competitive salaries. Dr. Delpit is relinquishing a salary that is significantly higher than what she has agreed to at Southern because she wants to be here and believes, as we do, that she can make a significant impact as we strive to move the lab school, the COE and SUBR forward.

Accompanying this memorandum are the following: (1) a position description for the Felton Grandison Clark Professor of Education, (2) Dr. Delpit's biographical sketch, and (3) a copy of Dr. Delpit's curriculum vitae.

cc. Mwalimu J. Shujaa, Executive Vice Chancellor & Provost
VerJanis Peoples, Dean, College of Education

LISA D. DELPIT

Currently on sabbatical serving as a visiting scholar at Southern University in Baton Rouge, Lisa D. Delpit is the Executive Director/Eminent Scholar for the Center for Urban Education & Innovation at Florida International University, Miami, Florida. She is the former holder of the Benjamin E. Mays Chair of Urban Educational Excellence at Georgia State University, Atlanta, Georgia. Originally from Baton Rouge, Louisiana, she is a nationally and internationally-known speaker and writer whose work has focused on the education of children of color and the perspectives, aspirations, and pedagogy of teachers of color. Delpit's work on school-community relations and cross-cultural communication was cited as a contributor to her receiving a *MacArthur "Genius" Award* in 1990. Dr. Delpit describes her strongest focus as "...finding ways and means to best educate marginalized students, particularly African-American, and other students of color." She has used her training in ethnographic research to spark dialogues between educators on issues that have impact on students typically least well-served by our educational system. Dr. Delpit is particularly interested in teaching and learning in multicultural societies, having spent time studying these issues in Alaska, Papua New Guinea, Fiji and in various urban and rural sites in the continental United States. She received a B.S. degree from Antioch College and an M.Ed. and Ed.D. from Harvard University. Her background is in elementary education with an emphasis on language and literacy development.

Dr. Delpit's recent work has spanned a range of projects and issues, including assisting national programs engaged in school restructuring efforts; leading a research effort on the School Improvement Zone of Miami-Dade Public Schools; establishing several projects serving South Florida children, including the Family Literacy and Arts Project (FLAP) and Project Urban Success; recruiting renowned mathematician and Civil Rights leader, Dr. Robert Moses to South Florida to establish the national Algebra Project, assisting in the creation of high-standards, innovative schools for poor, urban children; and developing urban leadership programs for teachers and school district central office staff. She has also taught pre-service and in-service teachers in many communities across the United States.

Her numerous awards include the Harvard University Graduate School of Education 1993 Alumni Award for Outstanding Contribution to Education; the 1994 American Educational Research Association Cattell Award for Outstanding Early Career Achievement; 1998 Sunny Days Award from Sesame Street Productions for her contributions to the lives of children; and the 2001 Kappa Delta Phi Laureate Award for her contribution to the education of teachers.

Dr. Delpit was also selected as the Antioch College Horace Mann Humanity Award recipient for 2003, which recognizes a contribution by alumni of Antioch College who have "won some victory for humanity." Winning candidates are those persons, or groups of persons, whose personal or professional activities have had a profound effect on the present or future human condition. She was also selected to deliver the prestigious DeWitt Wallace-Reader's Digest Distinguished Lecturer Award at the Annual Meeting of the American Educational Research Association (AERA). The award recognizes the contributions of an educational researcher whose work leads to improved learning for low income, elementary or secondary students.

Her book, *Other People's Children*, has received the American Educational Studies Association's "Book Critic Award," *Choice Magazine's* Eighth Annual Outstanding Academic Book Award, and has been named "A Great Book" by *Teacher Magazine*. Some of her other books include: *The Real Ebonics Debate: Power, Language, and the Education of African-American Children*; and *The Skin That We Speak: Thoughts on Language and Culture in the Classroom*. She is currently working on a book on creating excellence in urban educational settings.

VITA

LISA D. DELPIT

**Executive Director/Eminent Scholar
Center for Urban Education & Innovation
College of Education
Florida International University
Miami, FL 33199
(305) 348-6463**

EDUCATION

Harvard University, Cambridge, MA

Ed.D., Harvard Graduate School of Education, Department of Teaching, Curriculum and Learning Environments. Concentration on sociolinguistics; literacy instruction; ethnographic research; multicultural issues in education, June 1984.

Harvard University, Cambridge, MA

Ed.M., Reading and Language Development, June 1980.

Antioch College, Yellow Springs, Ohio

B.A., Education/Psychology, 1974.

PROFESSIONAL EXPERIENCE

Professor, Florida International University, Department of Educational Leadership and Policy Studies, Miami, FL July 2002-Present

Responsible for teaching, service and scholarship.

Executive Director/Eminent Scholar of the Center for Urban Education & Innovation, College of Education Florida International University . July, 2002 – Present

Responsible for developing, seeking funds for, and administering programs related to pursuing social justice, equity, and academic excellence in Florida, the nation, and internationally, particularly for poor communities and communities of color. Programs have included the following:

- The Algebra Project Miami, led by Dr. Robert P. Moses
- The Young People's Project for Mathematics
- Family Literacy and the Arts Program
- Quality Education as a Civil Right Movement
- The School Improvement Zone Research Initiative
- National Coalition for Quality Education in New Orleans
- Certificate for "Earth Ethics, Social Justice, and Intercultural Literacy" with Miami Dade College
- Partnership with the South Florida Work Force to develop an economic support system for public school students involved with the Center's mathematic programs
- Community-based Adult Mathematics Literacy Course
- Miami Dade College Service Learning Partnership
- Urban Expo: What Works Conference

PROFESSIONAL EXPERIENCE (continued)

Benjamin E. Mays Chairholder of Urban Educational Leadership, Georgia State University, Atlanta, GA.

October 1994-July 2002

Responsible for teaching, service, scholarship, and developing programs related to fostering leadership in urban education in Georgia, the nation, and internationally. Responsible for teaching undergraduate and graduate courses in literacy and language development, teacher education, action research and urban education; joint appointments, Department of Middle, Secondary Education and Instructional Technology and Educational Policy Studies.

Founder and Director, Center for Urban Educational Excellence, Georgia State University, Atlanta, GA

October 1994-July 2002

Responsible for developing, seeking funds for, and administering the following programs of the CUEE, and creating collaborative links with local school districts and the GSU community.

- The Peachtree Urban Writing Project
- The Urban Atlanta Coalition Compact
- The Urban Teacher Leadership Program
- The Metropolitan Atlanta Partnership for Visual Arts and Learning Project
- The African American Think Tank on Education
- The 100 Black Men 100 Academy
- The Summer Writing Institute for Students
- The Benjamin E. Mays Lecture Series
- City-Wide Readers
- Educational Expo

Site Coordinator, Urban Sites Writing Network, Baltimore, MD

Responsible for administration and teacher support in this national project which has established teacher-as-research inquiry groups in seven cities focusing on literacy instruction.

September 1990 - September 1994.

Senior Research Associate, Institute for Urban Research, Morgan State University, Baltimore, MD. October 1988-October 1994

Headed education component of the research institute responsible for planning, policy, and research support for the Baltimore area.

Associate Professor, School of Education, Michigan State University, Lansing, MI, September 1988-June 1991

Responsible for consulting, service, and research for the Division of Teacher Education.

Coordinator, Teacher Education Program, College of Human and Rural Development, University of Alaska, Fairbanks, Alaska. September 1987-June 1988.

Responsible for coordinating budgets, admissions, curriculum development, personnel recruitment, and liaison with local school districts for elementary and secondary teacher education programs.

PROFESSIONAL EXPERIENCE (continued)

Assistant Professor of Reading, Language, and Literacy, College of Human and Rural Development, University of Alaska, Fairbanks, Alaska . September 1984-June 1988

Responsible for teaching undergraduate and graduate courses in literacy and language development, teacher education, and multicultural education; conducting related research; and providing consulting assistance to rural and urban schools.

Consultant, Atari Research Lab, Cambridge, MA June 1983-March 1984

Designed and taught computer programming course in the Logo Language for inner-city youth at Cooper Community Center in Roxbury, MA.

Consultant, North Solomons Provincial Government, Arawa, Papua New Guinea February 1982-February 1983

Planned and executed ethnographically-based evaluation for province-wide instructional program.

Program Administrator and Evaluator, EARTHWATCH, Inc., Belmont, MA . October 1981-January 1982

Administered Rockefeller Foundation-funded program, placing minority young people in international research projects and assisted in evaluation of program.

Member, Editorial Board, Harvard Educational Review, Cambridge, MA May 1980-January 1982

Responsible for the selection, editing, and publication of manuscripts and book reviews.

Co-Director, Teacher Training Program, University of Massachusetts, Boston, MA December 1979-August 1981

Responsible for administration, instruction, and field supervision of teacher trainees

Guest Faculty, Cleveland State University, Cleveland, Ohio, Summer 1981

Instructor for Speech and Hearing Summer Workshops, "The Role of Sociolinguistics in the Classroom," including such topics as analyzing teacher talk; identifying classroom routines; clarifying the relationship of speech to writing; and reading as a social activity.

Consultant, Cambridge Public School System, Cambridge, MA October 1980-June 1981

Assisted classroom teachers, speech and language specialists, and reading teachers in implementing new language development program in multilingual/multicultural school setting.

Consultant, Roxbury Community College, Boston, MA, July 1980-March 1981

Edited, organized, and assisted in writing Self-Study Report required for the College's accreditation.

Supervisor, Louisiana State Department of Education, Baton Rouge, LA December 1977-July 1979

Monitored the federally funded Title I programs in 15 school systems as to the quality of instructional programs and evaluation design, and the adherence to federal regulations.

Lecturer, Antioch College, Philadelphia, PA, September 1976-June 1979

Conducted classes and workshops for undergraduate education students in curriculum design and the teaching of reading.

PROFESSIONAL EXPERIENCE (continued)

Facilitator, Philadelphia Parent-Teacher Centers, Philadelphia, PA Summers 1975-1977

Designed and led workshops for parents and teachers in teaching content-area skills through games and recreational activities.

Teacher and Administrative Assistant, Durham Child Development Center, Philadelphia, PA September 1972-December 1977

Taught grades pre-Kindergarten - 3 in this urban, alternative, culturally diverse school setting. Initiated new projects such as cross-age tutoring, team teaching, and special needs program.

Consultant

Provided consultation to several Headstart and early childhood programs, and to various parent organizations and agencies in Louisiana, Maryland, Georgia, Pennsylvania, Massachusetts, and Alaska in the areas of staff training, curriculum development, parent involvement, and program evaluation.

RESEARCH PROJECTS

Currently investigating equity issues in New Orleans schools, 2006-present

Headed research team to evaluate Miami Schools Initiative, School Improvement Zone, 2004-2006

Explored the development of leadership among urban teachers through the Center for Urban Educational Excellence's Urban Teacher Leader Masters Program, 1999-2001

Conducted research on factors related to school reform in urban settings as a part of the an Annenberg-funded school reform project, 1998-2000

Consultant for University of Miami OERI-funded research project on over-identification of African American boys in Special Education, 1998-2001

Consultant research project for the Center for the Study of the Education of Children Placed At Risk, Howard University and Johns Hopkins University, 1996-1998

Assisted and investigated teachers conducting classroom research and its resulting influence on classroom instruction through the Writing Project initiatives 1992-1994 and 1998-1999

Conducted Community Assessment of the Baltimore City Public Schools Central Office, 1993

Conducted Spencer Foundation-funded research on issues of diversity in teacher education, 1991-1992

Research Director for the Baltimore component of the Educational Testing Service/National Urban League Study, entitled "On the Right Track," 1990.

Served as qualitative methodology consultant for study, entitled "Alternatives to Tracking," with Johns Hopkins' Center for Study of Effective Education for the Disadvantaged, 1989.

RESEARCH PROJECTS (continued)

Principal Investigator National Science Foundation-funded planning grant to study culturally based, sociolinguistic rules of interaction affecting literacy performance within Alaska Native populations. Alaska. Fall 1987 - Summer 1988.

Investigated the use of voice synthesis and computers in the instruction of reading-disabled children. Fairbanks, AK. Fall 1985 - Summer 1986.

Jointly designed and executed collaborative action-research between a university and public school to establish a model rural school for Yupik-speaking children. Togiak, AK. Fall 1984 - Fall 1985.

Designed and conducted ethnographic research project documenting intellectual and social strategies utilized by urban youth learning computer skills in a community setting. Roxbury, MA. Summer 1983.

Analyzed published evaluation studies in order to develop appropriate evaluation designs for bilingual educational programs in multilingual developing countries. Cambridge, MA. Fall 1981.

Designed and conducted experiment to test aspects of the effect of Black-English-speaking on reading. Baton Rouge, LA and Cambridge, MA. Fall 1980.

Collaboratively designed video presentation and conducted empirical reading and attitudinal tests to determine the effects of culturally relevant video materials as a variable in black teenage reading comprehension. Roxbury, MA. Summer 1980.

Assisted Dr. Courtney Cazden of Harvard University in analyzing transcripts of parent-child interactions and developing classification system for coding. Cambridge, MA. Summer 1981.

Assisted Dr. Courtney Cazden of Harvard University in researching San Diego school system and desegregation plan for which she was court-appointed expert for desegregation suit. Cambridge, MA. Spring 1980.

Assisted Professor Ron Edmonds in developing coding system for teacher responses in Search for Effective Schools Project. Cambridge, MA. Fall 1979.

PUBLICATIONS

Books

Delpit, L. (in preparation) Ten Factors Necessary for Success in Urban Classrooms, New York: The New Press. (in preparation)

Delpit, L. and J. Dowdy (eds.) The Skin That I Speak: Language, Culture, and Identity, New York: The New Press, (2002) (2nd edition, 2008).

Perry, T. and L. Delpit, (eds.) The Real Ebonics Debate: Power, Language and the Education of African American Children, Boston: Beacon Press (1998)

Books (continued)

Delpit, L.D. Other People's Children: Cultural Conflict in the Classroom, New York: New Press, (1995) (2nd edition, 2006).

Other Publications

Delpit, L. and C.M.Payne, (2007) "Katrina's Last Victims," The Nation, January 1, 284, no.1.

Gooden, M.A. with L. Delpit (2007) "Exploring Contested Intersections of Race and Leadership: An Interview with Lisa Delpit, University Council for Educational Administration, 50.

Delpit, L. (2006). Introduction. In B. Harry, Why Are All The Minority Kids in Special Education? New York: Teacher's College Press.

Delpit L. (2006). "Crossing great divides: Lessons from New Orleans for the nation's urban districts," Annenberg Institute for School Reform (ed.) Understanding Educational Excellence at Scale, Providence: Brown University.

Delpit, L. (2006). "Lessons From Teachers," Journal of Teacher Education, Vol.57, No.3.

Delpit, L. (2005). Ebonics and culturally responsive education. In (eds.) B. Hammond, M. Rhodes Hoover, and I.P. McPhail, Teaching African American learners to read, Newark, DE: International Reading Association.

Delpit, L. (2005). Interview with Lisa Delpit. In (eds.) J. Dowdy and J. Wynne. Racism, research, and reform: Voices from the city. New York: Peter Lange USA

Delpit, L. (2004) "Educators as 'Seed People' Growing a New Future. Educational Researcher, Vol.7, No. 32 pp 14-21.

Delpit, L.D., and Nelson-Barber S. "What's Missing in Tests for Teachers?: The Dilemma of Interpretation," prepared for Anthropology in Education Quarterly, in process.

Delpit, LD and P. White-Bradley (2003). "Educating or Imprisoning the Spirit: Lessons from Ancient Egypt." Theory Into Practice, 42, no. 4, pp. 283-288.

Delpit, L. (2000). "Lisa Delpit Dialogues with the Authors" in J. Obidah and K. M. Teel, Because of the Kids: Facing Racial and Cultural Differences in Urban Schools. New York: Teachers College Press.

Delpit, L. (2000) "Skin-Deep Learning," in Learning Disabilities and Life Stories, (eds.P. Rodis and A. Garrod. Allyn & Bacon.

Delpit, L.D. (2000) The Politics of Literacy Teaching" in Personal, School and Community Literacies: Challenging a Single Standard (ed. S. Hollingsworth, *et al*) New York: Teachers College Press.

Delpit, L. (1999). "A Letter to My Daughter Upon Considering Racism in the United States," in Racism Explained to My Daughter by T. Ben Jelloun, New York: The New Press.

Other Publications (continued)

Delpit, L. Interview, Teaching Tolerance, 1998

Delpit L. Review of The Discipline of Hope by Herb Kohl, New York Times Book Review, 1998

Delpit, L. "What Should We Do About Public Education" in The Nation, Vol. 264, No.6, Feb. 17, 1997

Delpit, L. and T. Perry, (eds). The Ebonics Question, special issue of Rethinking Schools, fall, 1997

Delpit, L. "Ebonics and Culturally Relevant Instruction," in The Ebonics Question, special issue of Rethinking Schools, fall, 1997

Delpit, L. "Foreword," Black Teachers on Teaching by Michele Foster, New York: New Press, 1997

Delpit, L.D. "Act Your Age Not Your Color," in Growing Up African American in Catholic Schools, (eds. Jacqueline Jordan Irvine and Michelle Foster). New York: Teachers College Press, 1996 (pp. 116-125)

Delpit, L.D. "I Just Want to Be Myself," in City Kids, City Teachers, (ed. William Ayers). New York: New Press, 1996.

Delpit, L.D. A Review of The Dreamkeepers by Gloria Ladson Billings, Contemporary Sociology. Vol. 25, No. 2, pp. 240-24_, March, 1995.

Delpit, L.D. "The Politics of Teaching Literate Discourse." In J. Fraser and T. Perry (Eds.) Freedom's Plow: Teaching in the Multicultural Classroom. New York: Routledge, 1995

Delpit, L. "Teachers, Culture and Power: An Interview with Lisa Delpit," in Rethinking Schools: An Agenda for Change (eds. D. Levine, R. Lowe, B. Peterson, and R. Tenorio), The New Press, 1995

Delpit, L.D. "Acquisition of Literate Discourse: Bowing Before the Master?," Theory Into Practice, Vol. XXXI, No. 4, Autumn, 1992.

Delpit, L.D. "Culture Offers Clues to Literacy: An Interview with Lisa Delpit," Harvard Education Letter, Vol. VIII, No. 6, November/December, 1992.

Delpit, L.D. "Education in a Multicultural Society: Our Future's Greatest Challenge," Journal of Negro Education, Vol. 61, No. 3, 1992.

Delpit, L.D. "An Interview with African-American Educator Lisa Delpit: Teachers, Culture and Power," Rethinking Schools, Vol. 6, No. 3, March/April, 1992.

Delpit, L.D. "A Conversation with Lisa Delpit," Language Arts, Vol. 68, November, 1991.

Other Publications (continued)

Delpit, L.D. Book Review of White Teacher by Vivian Paley, Hungry Mind Review, February 1990.

Delpit, L.D. "Language Diversity and Learning." In S. Hynds and D. Rubin (eds.), Perspectives on Talk and Learning, National Council for Teachers of English, 1990.

Delpit, L.D. Book Review of Visions of a Better Way by the Committee on Policy for Racial Justice, Journal of Negro Education, Vol. 59, No. 1., Winter, 1990.

Delpit, L.D. "The Silenced Dialogue: Power and Pedagogy in Educating Other People's Children," Harvard Educational Review, Vol. 58, No. 3, August 1988.

Delpit, L.D. "The Village Tok Ples Schools of Papua New Guinea," in Education Exchange, Vol. 9, No. 1, December 1987.

Delpit, L.D. "The Challenge of the New Liberally Educated Professional," Wheelock Bulletin, Vol. XIV, Issue, December 1987.

Delpit, L.D. "'Skills' and Other Dilemmas of a Progressive Black Educator," Harvard Educational Review, Vol. 56, No. 4, November 1986.

Delpit, L.D. "Comprehending Cross-Culturally," Educational Exchange, Vol. 8, No. 1, October/November 1986.

Delpit, L.D. Language and Culture: An Evaluation of the North Solomons Viles Tok Ples Skuls. ERU Report, Port Moresby: University of Papua New Guinea, 1986.

Delpit, L.D., and Kemelfield, G. "Building on Melanesian Foundations." In P. King, W. Lee, and V. Warakai (eds.), The Eight-Point Plan and National Goals Revisited 1972-82: Problems - Performance - Prospects. Proceedings of the 1982 Waigani Seminar. Port Moresby: University of Papua New Guinea, 1985.

Watson, F., Delpit, L.D., and Sinclair, J. "I Never Thought I Could Do It." Evaluation of a Minority Education Project. Belmont, MA: Earthwatch, Inc., 1981.

Delpit, L.D. A Classroom Incident. Monograph, Philadelphia, PA: Philadelphia Parent-Teacher Centers, 1975.

SELECTED PAPERS, SEMINARS, LECTURES, AND PRESENTATIONS

Centennial Lecture, Louisiana State University College of Education, May, 2008

Consultant, Chicago Public Schools and University of Chicago, Analysis of Performance of Selected Charter Schools and Recommendations for Improvement, March, 2008

Keynote Speaker, California Alliance for African American Educators, San Jose, CA 2007

Invited Panelist, National Board for Professional Teaching Standards Conference, Washington, DC, 2007

Keynote Speaker, 20th Annual Conference on Infusion of Culture and History into School Content, Indianapolis Public Schools, 2007

SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

Hampshire College, Inaugural Speaker, Race and Education Series, 2007

Keynote Speaker, National Conference, Southeastern Association of Educational Opportunity Program Personnel, Virginia Beach, 2007

Invited Panelist, Special Roundtable of Progressive Educators, "The Link Between Quality Education as a Civil Right and the Progressive Education Movement," University of Colorado, Boulder, 2007

Keynote address, Alliance for Quality Urban Education Symposium, American University, Washington, D.C., 2007

Keynote address, "Educating Other People's Children," National Black Child Development Institute National Conference Miami, FL, 2007

Invited Lecture, "Fireside Chat With Lisa Delpit," American Anthropology Association, 2006

Convener, National Coalition for Quality Education in New Orleans, Community Conference, 2006

Invited Panelist, Council for Anthropology in Education: "The Dangerous Intersection of the Individual and Culture in Education: Revisiting Jules Henry and Edward Sapir," 2006

Cooper Lecture, University of New York, Binghamton, NY, 2006

Keynote Speaker, Trinational Coalition n Defense of Public Education Conference, Oaxaca, Mexico, 2006

Keynote Address, New Jersey Writing Project, 2006

Keynote Address, Urban Sites Conference, Panasonic Foundation, Colorado Springs, CO, 2006

Panelist, "Understanding Educational Equity and Excellence at Scale," Annenberg Institute for School Reform Form, Providence, RI, 2006

Keynote Address, Holmes Partnership, Chicago, IL, 2006

Faculty seminars and public lecture, Swarthmore College, 2006

Presenter, American Educational Research Association, 2006

Lecturer, Race, Culture, Identity and Achievement Lecture Series, Simmons College, Boston, MA

Keynote, MDCPS Leadership Conference, Dec. 4, 2004

Workshop, Raleigh-Durham Public Schools, teachers and principals, Raleigh, North Carolina, February, 26, 2005.

Workshop, "Urban Education," Duke University doctoral students, February 27, 2005.

Keynote, LASER Conference, San Diego, CA, April 17, 2005

"Urban Education and Research Issues in Miami," LASER Think Tank, Miami Florida. May 13, 2005

"Touched by Their Fire, Burned by Their Brilliance: Educating Those Schools Have Left Behind,"

Keynote, Adelaide Festival of Ideas, Adelaide, Australia, July 8, 2005

SELECTED PAPERS, SEMINARS, LECTURES, AND PRESENTATIONS (continued)

"Interventions for Young Urban Readers," Keynote, Cosby Scholars, Fordham University, New York, July 18, 2005

"Do Minority Students Need Minority Teachers?" National Public Radio, December 9, 2004

Keynote Speaker, "Educating Ourselves, Educating Our Future," North Carolina Central University, Education Conference, 2000

Chair/Discussant, "Researching the Effects of Race in School Reform," Symposium, American Association of Colleges and Universities, Washington, DC, 2000

Keynote Speaker, K-12 Faculty work-day, Charlottesville, VA, 1999

AERA, Montreal, Canada, 1999:

- Chair, "Creating Educational Excellence for Economically Disenfranchised African American Students: The Role of Research in School Reform," Symposium
- Chair/Discussant, "Race, Research and Reform"
- Discussant, "Negotiating Across Race and Culture: Collaborative Teacher Research in an Urban Classroom"

Keynote Address, Association of Teacher Educators, San Antonio, TX, August, 1999

Keynote Address, The Coalition of Essential Schools National Conference, Atlanta, GA, 1999

Keynote Address, "Urban Education and the New Millennium," Southern University College of Education's Education Conference, August, 1999

Panelist, "Racism and Our Children," seminar sponsored by The New Press, New York, 1999

Atlanta Panelist, "Hope, Fairness and Power: Building Strong Schools in Urban America," a national videoconference for 150 sites around the country. The Annenberg Forum at Brown University, January, 1998

Keynote Speaker, "Creating the Learning Community: Building School Capacity, Empowering Families, and Strengthening Partnerships," Title I Mid-Winter Conference, Arkansas Department of Education, Hot Springs, Arkansas, January, 1997

Guest Lecturer, Educational Salon hosted by Dr. Maxine Greene, Teachers College, Columbia University, New York, NY, January, 1997

Boisi Lecturer, University of Boston, March, 1997

Lecturer, Distinguished Author Series, Harvard University Principal's Center, Cambridge, MA, 1997

Guest Lecturer, Department of Applied English Studies, University of Witswatersrand, Johannesburg, South Africa, June, 1997

Invited Lecturer, "Distinguished Educators Series," joint sponsorship of Louisiana State University, southern University, and the East Baton Rouge Parish School District, April, 1997

Workshop leader, Adult Literacy Educators, Durban, South Africa, June, 1997

Lecturer, University of Durban, Westville, Durban, South Africa, June, 1997

Seminar leader, Organization for Anti-Racist Education, Cape Town, South Africa, June, 1997

Distinguished Lecturer, the Van Adel Institute for Superintendents and Principals, Holland, MI, August, 1997

Keynote Speaker, Milwaukee comprehensive Regional Assistance Center Consortium, Region VI, Title I, 1997

SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

Keynote Speaker, "Enhancing Literacy: Issues and Innovations in K-6 Classrooms" Literacy Conference, Milwaukee Public Schools Board of School Directors Reform Initiatives, 1997

Keynote Speaker, "Creating Curriculum that is Challenging, Integrating and Exploratory," National Middle School Associations' Annual National Conference, Indianapolis, IN, November, 1997

Eighth Annual Benjamin E. Mays Lecturer, 1996

Presenter and Committee Chair, International Conference on Teacher Education, University of Groningen, Holland, February, 1996

Keynote Speaker, Professional Development Seminar, Coalition of Essential Schools, Providence, RI, March, 1996

AERA Annual National Conference, New York, NY, April, 1996:

- "Teachers As Frontline Researchers and Policymakers: A Mid-Year Perspective
- Discussant, "Aspirations and Performance Among African American Students
- Chair and Discussant, Presidential Invited Symposium, "Building Bridges: Community, Curriculum and Pedagogy"

Visiting Distinguished Scholar, Wisconsin Center for Education Research, University of Wisconsin-Madison, May, 1996

Keynote Speaker, 29th Annual IDEA Fellow Program, "Schooling In America: Educating All of Our Children," Baltimore, Maryland, July 1996

Keynote Speaker, "Building A Learning Community to Improve Teaching and Learning," The Greater St. Louis Seventh Action Research Collaborative Conference, A Danforth Foundation Program, St. Louis, MI, November, 1996

A New Vision of School Reform, Council of Chief State School Officers Conference, Improving Achievement of High Poverty Schools, September 1995.

The Cattell Lecture, Special Invited Presentation at the American Educational Research Associations Annual Meeting, April 1995.

Discussant, Providing Excellent Education for African American Students, @ refereed panel at the American Educational Research Association=s Annual Meeting, April 1995.

Butts Annual Lecturer, American Educational Studies Association's Annual Meeting, Cleveland, Ohio, October 1995.

Keynote Speaker, National Reading Conference's Annual Meeting, New Orleans, LA, December 1995.

Keynote Speaker, National Center for Restoring Education and Studying Teaching, July 1995.

Lecturer, The Center for Leadership Development and Wheelock College, Cambridge, MA, May 12, 1995.

Invited Lecturer, Spelman College, American Education Week Colloquia, November 1995.

"Act Your Age, Not Your Color," panel on Catholic Schooling, AERA, 1993.

SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

"Documenting Urban Classrooms - Teachers Researching Writing, Assessment, Tracking, and Building Multicultural Communities," NCTE, Spring 1993.

"Getting It Right This Time: The New Assessments for Teachers," Guest Speaker, Harvard Educational Review Speakers Forum, December, 1992.

Special Symposium Panelist, Conference of English Education, National Council of Teachers of English 1992.

"Culture and the College Classroom," Morgan State University Convocation Address, September, 1992.

"The Risky Business of Educating Multicultural Children," Harvard University Principal's Center, 1991.

"Education in a Multicultural Society: Our Future's Greatest Challenge," Charles H. Thompson Lecture Presenter, Howard University, November, 1991.

"The Silenced Dialogue: Implications for Educators," Seminar presented at the University of Michigan, Programs for Educational Opportunities, Ann Arbor, MI, July 1990.

"A Socio-Cultural View of Diversity and Instruction," keynote address, Tenth Conference on Reading Research sponsored by the International Reading Association and the Center for the Study of Reading at the University of Illinois, Atlanta, GA, May 1990.

"Canons, Culture, and Curriculum," paper presented at invited symposium of The American Educational Research Association's Annual Meeting, Boston, MA, April 1990.

"Opening the Silenced Dialogue: Adult Literacy Educators," speech sponsored by the Community Development Agency of New York for the adult literacy community, February 1990.

"Effective Teaching practices for Differing Learner Cultures: The Dilemma of Interpretation.@ Paper presented at AERA Annual Meeting, March 1989.

Symposium discussant, "Developing a Knowledge Base for Beginning Teachers," AERA Annual meeting, March 1989.

"Liberalism and Diversity: Conflicts and Continuities," invited presenter, North Dakota Study Group, February 1989.

"When the Talking Stops: Paradoxes of Power in Educating Other People's Children," featured speaker at the University of Pennsylvania's Ethnography in Education Research Forum, Philadelphia, PA, February 1987.

"Cultural Diversity as a Business Issue," seminar presented at the Aetna Institute for Corporate Education, Hartford, CT, September 1987.

SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

"The Challenge of the New Liberally Educated Professional," convocation speech for Wheelock College's Centennial Celebration, Boston, MA, September 1987.

"Literacy in the Black Diaspora: The Case of Papua New Guinea," presented at a Pre-Convention Institute of the International Reading Association's Annual Conference in Anaheim, CA, April 1987.

"Emergent Literacy," presented at the Alaska State Early Childhood Conference in Fairbanks, AK, March 1987.

"Comprehension in Cross-Cultural Perspective," presented at the Alaska Small Schools Conference, April 1986.

"Culture and Communication," presented to the National Conference of Agricultural Communicators in Education, June 1985.

"The Use of Voice Synthesis in Assisting Reading Disabled Students," presented at Equity and Technology, a conference held in Boston, MA, November 1985.

"Seeing With Our Own Eyes; Speaking In Our Own Voices," presented at the American Educational Research Association Meeting in Chicago, April 1985.

"Language, Identity and Education: An Experiment in Mother Tongue Medium Instruction in Papua New Guinea," An International Forum: Issues in Education, Harvard Graduate School of Education, December 1983.

Appeared on NOVA television program, "Talking Turtles," discussing the use of the LOGO computer language in teaching programming to urban youth, October 1983.

"Community Participation in Pre-School Program Development," Fiji Ministry of Education, Suva, Fiji, February 1983.

"Reconciling Issues of Language Choice at the National Level: Which Way P.N.G.?", Ministry of Education, Port Moresby, Papua New Guinea, January 1983.

COMMUNITY AND PROFESSIONAL ACTIVITIES

Founder, National Coalition for Quality Education in New Orleans, 2006

Co-Sponsor and Developer, Conference on Education for Liberation, Georgia State University, 1999

Memberships on Editorial Boards:

- Journal of Educational Policy
- Research in the Teaching of English
- Journal for the Education of Students Placed at Risk
- Popular Education: Teaching for Social Justice (Book Series)
- Journal of Urban Education

COMMUNITY AND PROFESSIONS ACTIVITIES (continued)

- New Frontiers in Urban Education (Book Series)
- The State of Black America, The National Urban League (1998)
- 47th Annual National Reading Conference Yearbook

Memberships on Advisory Board or Permanent Review Boards:

- Ennis Cosby Foundation Reading Project
- Center for Collaborative Education, New York
- Teachers and Writers Collaborative, New York
- Diversity Advisory Panel for the Georgia Professional Standards Commission, 1997
- Center for Urban Learning and Teaching, and Research in Education (CULTURES), Emory University, Atlanta, GA
- Algebra Project Review Panel, Open Society Institute, New York
- The Children's Museum, Atlanta, GA

Other Community Involvement

Member, P-16 Teachers and Teacher Education Sub-Committee

Member, Student Affairs Committee, Department of Educational Policy Studies, Georgia State University

Member, Graduate Education Appeals Committee, College of Education, Georgia State University

Featured guest on Public Radio series on education, The Merrow Report, 1997, 1999, 2000

Member, The Raymond B. Cattell Early Career Award Committee, American Educational Research Association, 1998, 1999

Member, Outstanding Dissertation Committee, Division G., American Educational Research Association, 1989

Co-Chair, Commission on Teacher Education for Teachers of Urban, Rural, and Suburban

Students of Color, National Council for Teachers of English, 1992-3.

Advisory Board, Transformation Project; Fund for Educational Excellence, Baltimore, MD, 1990-1994

Advisory Board, Teachers and Writers Collaborative, New York, present.

Consultant, Common Destiny Alliance, Vanderbilt University, present.

Invited Member, National Conference on Research in English, June, 1992 - present.

Vice-Chairperson, Early Adolescence/English Language Arts Standards Committee, National Board for Professional Teaching Standards, 1993.

Co-Chair, African and African-American Curriculum Infusion Committee for Baltimore City Public Schools, 1992-94.

COMMUNITY AND PROFESSIONS ACTIVITIES (continued)

Member, National Assessment of Educational Progress (NAEP) Reading Assessment Planning Committee, 1990.

Member, Multicultural Advisory Committee, Educational Testing Service, 1990-93.

Member, Advisory Board, Center for Collaborative Education, New York, present.

Research support, National Black Child Development Institute, Baltimore Chapter, 1990-91.

Member, International Reading Association, present.

Member, Phi Delta Kappa, present.

Member, National Council for the Teaching of English, present.

Member, American Educational Research Association, present.

Member, Tomorrow's Schools Steering Committee, Holmes Group, 1988-1990.

Discussant, Expert Panel on Classroom Management, SRI International's Federally Funded "Study of Academic Instruction for the Disadvantaged," December 1988.

Coordinator of a state-wide Roundtable, entitled, "Keeping Up with the Holmes's: Is Education Reform Needed in Alaska?," 1987-1988.

Vice-Chairperson of the Executive Board, Alaska State Humanities Forum, 1986-1988.

Member, Minority Task Force, Fairbanks North Star Borough School District, 1987-1988.

Member, Research Council, University of Alaska, Fairbanks, 1987-1988.

Keynote speaker at the 32nd Annual Conference of the Alaska State Branch of the National Education Association, Anchorage, AK, 1985.

Director, Summer Institute in Cross Cultural Studies, "Empowering Processes for Native Communities," University of Alaska, Fairbanks, AK, 1985.

Member, International Education Committee, Fairbanks, AK, 1984-1985.

Course Initiator, Harvard Graduate School of Education, "Politics, Education, and Oppressed Communities," 1980 and 1981.

Chairperson, School Employees Action Caucus, Philadelphia, PA 1975-1977.

Elected Union Representative, Philadelphia Federation of Teachers, 1975 and 1976.

GRANTS AND CONTRACTS FOR FUNDED PROJECTS AND RESEARCH

(2004-2007)

Spencer Grant Award to support the work of the National Coalition for Quality Education in New Orleans (\$7,200)

Carnegie Foundation Grant Award to support the work of NCQENO (\$25,000)

The Children's Trust Grant Award to support the Family Literacy and Arts Project (\$350,349)

The Children's Trust Grant Award for the CUEI's Algebra Project and Young People's Project (\$478,000)

The Urban Educators' Corps Grant Award for research project investigating Algebra Project work at Miami Edison High School (\$9,000)

The Children's Trust extension grant for Family Literacy & Arts Program (\$176,000)

Miami Dade County Public School grant for evaluation of MDCPS School Improvement Zone (\$77,000)

(1994-2000)

UPS Foundation (\$450,000)

Charles Stewart Mott Foundation (Trustee Gift and Matching) (\$108,000)

The Rich Foundation (\$5,000)

Annenberg Foundation Challenge Grant (\$1,125,000)

The National Writing Project (\$63,000)

American Association of Colleges for Teacher Education (\$10,000)

The Spencer Foundation (\$50,000)

Rotary Club of Atlanta (\$15,000)

100 Black Men of Atlanta, Inc. (\$42,226)

American Reads Challenge/U.S. Department of Education (\$50,000)

Hank Aaron Chasing the Dream Foundation (\$2,011)

GRANTS AND CONTRACTS FOR FUNDED PROJECTS AND RESEARCH (continued)

John Wieland Homes and Neighborhoods, Inc. (\$1,000)

Genesis Prevention Coalition Annenberg Technical Assistance Grant (\$42,300)

HONORS AND AWARDS

Martin Luther King Service Award, Florida International University, 2006

Delta Kappa Phi Laureate Award, 2004

Antioch College Horace Mann Humanity Award, 2003

Distinguished Lecturer, **Dewitt-Wallace Reader's Digest Award**, 2003

AACTE Advocates of Justice Award, 2002

Children's Television Network's first annual **Sunny Days Award** for Outstanding Contributions to Young Children, 1998

Honorary Doctorate of Humane Letters, Bank Street College of Education, 1996

American Education Research Association, Cattell Outstanding Early Career Award, 1995

Teacher Magazine's Great Books of 1995 (for Other People's Children.)

American Educational Studies Associations 1995 Critics Choice Award, (For Other People's Children.)

Choice Magazines 8th Annual Outstanding Book Award, 1995, (for Other People's Children.)

The Myers Center Award for the Study of Human Rights in America, 1995.

Harvard University Graduate School of Education **Alumni Council Award for Outstanding Contribution to Education**, 1993.

MacArthur "Genius" Fellowship, 1990.

National Academy of Education Spencer Fellow, 1988.

American Association of University Women Educational Foundation Dissertation Fellowship, 1984.

Annie Ryder Fellowship of the American Association of University Women, 1981-1982.

Frederick Sheldon Traveling Fellowship, Harvard University, 1981-1982.

Harvard University Scholarship, 1979-1982.

HONORS AND AWARDS (continued)

Outstanding Young Woman of America, 1981

Outstanding Community Contributor, Childhood Learning Centers, Baton Rouge, LA, 1979.

Commencement Speaker, Antioch College, 1973.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 226334

RECEIVED

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

EMPLOYMENT CATEGORY: VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER 12-MONTH X OTHER _____ (Specify) _____

Academic Non-Academic Civil Service
 Temporary Part-time (6 of Full 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 Mark Trepagnier Reason Left _____ New Position _____
 Date Left 11/1/09 Salary Paid \$71,540

Profile of Person Recommended

Length of Employment 7/01/09 To 6/30/10
 Effective Date 3/1/10

Name Linda Carr SS# xxx-xx-0540 Sex F Race* Black
 (Last 4 digits only)

Position Title: Interim Internal Auditor Director Department: Internal Auditor

Check One Existing Position New Position *Visa Type (See Reverse Side): U S
 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 17 Southern University Experience 17

Degree(s): Type/Discipline (BA-Education): B.S. - Accounting Institution/Location (SU-Baton Rouge): Southern University Year: 1994
MPA - Accounting Southern University 1996

Current Employer Southern University

Personnel Action

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

Recommended Salary \$58,000.00 Salary Budgeted \$58,000.00

Source of Funds State

Identify Budget: 10112 Location Internal Audit
 Form Code: _____ Page 1 Item # _____

Change of: _____ From _____ To _____

Position Staff Auditor Interim Internal Auditor Director

Status _____

Salary Adjustment \$48,000.00 \$58,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
State 10112	\$58,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Ryan Jones 5/12/10 Date

Vice Chancellor N/A Date
 Director/Personnel Cheryl Washington 05/26/2010 Date

President _____ Date

Dean/Unit Head _____ Date

Chancellor Tobias E. White 5/12/10 Date
 Vice President/Finance Tobias E. White 6/14/10 Date
 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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m. – 5:00 p.m. Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor
SUPERVISOR/DEPARTMENT CONTACT NUMBER _____
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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-1/1-14. 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
HUMAN RESOURCES OFFICE
MAY 21 AM 8:42
EXPRES
OFFICE OF THE CHANCELLOR FOR FINANCE & ADMINISTRATION
JUN 02 2010
Time
By

**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)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
2-10/12-1002
GRANTS • CONTRACTS SECTION



Office of the Chancellor
P.O. Box 9374
Baton Rouge, Louisiana 70813

Voice: (225) 771-5020
FAX: (225) 771-5075

July 9, 2010

To: Ronald Mason, Jr., President, Southern University System
From: Kofi Lomotey, Chancellor *KL*
Re: Request to waive announcement of position

I am requesting that you grant permission to the Office of Human Resources to waive the announcement of the position of Assistant Vice Chancellor for Student Affairs. The rationale for this request stems from the following: (1) this is not a new position, (2) the person occupying the position has served in an interim capacity for nearly one year, (3) this appointment is the result of administrative restructuring approved in 2009 through which the Office of Academic Affairs and the Office of Student Affairs were merged to reduce costs. This request has been discussed with the Office of Human Resources and its approval would not compromise or violate any policy.

Thank you for your consideration of this request.

cc. Mwalimu J. Shujaa, Executive Vice Chancellor & Provost
Trisha Wright, Executive Director, Office of Human Resources

JOB CLASS	1	2	7	5
JOB CODE	A			
CAL ID	A			

SOUTHERN UNIVERSITY SYSTEM

RECEIVED
Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

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

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 Julie Wessinger Lynn Dickerson Reason Left Promoted
Date Left Continuation 9/1/06 Salary Paid \$80,000.00

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
Effective Date August 1, 2010

Name Julie Wessinger SS# xxx-xx-3935 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant Vice Chancellor for Student Affairs Department: Academic and Student Affairs

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 26 Southern University Experience 24 Year: _____

Degree(s): Type/Discipline (BA-Education): B.S. Business Administration Institution/Location (SU-Baton Rouge): USL
B.A. Business Management

Current Employer Southern University

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) No Longer Interim

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds State

Identify Budget: 10503 Location Academic & Student Affairs
Form Code: _____ Page _____ Item # _____

Change of: From Interim Assistant Vice Chancellor for Student Affairs To Assistant Vice Chancellor for Student Affairs

Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
10503	\$80,000.00

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

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

<u>Mark J. Stuy</u> 7/9/2010 Supervisor Date	<u>Mark J. Stuy</u> 7/9/2010 Dean/Unit Head Date
<u>Mark J. Stuy</u> 7/9/2010 Vice Chancellor Date	_____ Chancellor Date
<u>Julie Wessinger</u> 7/9/10 Director/Personnel Date	_____ Vice President/Finance Business Affairs/Comptroller Date
_____ President Date	_____ Chairman/S.U. Board of Supervisors Date

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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 Flandus McClinton Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
 Effective Date July 1, 2010

Name Flandus McClinton SS# xxx-xx-6063 Sex M Race* _____
 (Last 4 digits only)

Position Title: Vice Chancellor for Finance & Administration Department: Finance and Administration

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 39 Southern University Experience 39

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B. S. Accounting</u>	<u>Southern University</u>	<u>1971</u>
	<u>MBA</u>	<u>Louisiana State University</u>	<u>1981</u>
	<u>Certified Public Accountant</u>		

Current Employer Southern University

Personnel Action

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

Recommended Salary \$127,353 Salary Budgeted \$127,353

Source of Funds General Fund

Identify Budget: _____ Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From _____ To _____

Position	_____	_____
Status	_____	_____
Salary Adjustment	<u>\$104,706</u>	<u>\$127,353</u>

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
State	\$104,706

*See Reverse Side

Graduate School signature (if, applicable):

Kop J. Smith 7-20-10
 Supervisor Date
 Vice Chancellor Date
 Director/Personnel Date
Carroll Mason 7/20/10
 President Date

Kop J. Smith 7-20-10
 Dean/Unit Head Date
 Chancellor Date
 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board Date
 of Supervisors

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

ETHNIC ORGIN (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: We proposed to adjust Vice Chancellor McClinton's salary in two phases: \$22,647 for the 2010-2011 year and \$22,647 for the 2011-2012 year to arrive at the proposed \$150,000 per year base salary. The second phase of the adjustment will be contingent upon attainment of certain goals agreed upon by the Chancellor and the Vice Chancellor. For a detailed explanation and rationale, see attached letter.

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

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):

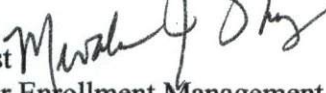
- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified 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)



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

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

July 8, 2010

To: Ronald Mason, President, Southern University System
From: Mwalimu J. Shujaa, Executive Vice Chancellor & Provost 
Re: Request for approval to hire Assistant Vice Chancellor for Enrollment Management

On behalf of Chancellor Kofi Lomotey, I respectfully request your approval to hire an Assistant Vice Chancellor for Enrollment Management for Southern University and A&M College at Baton Rouge. If approval is granted, we further request that this item be placed on the agenda of the July 23, 2010, meeting of the Board of Supervisors for appropriate action.

The rationale for this request is that, according to the Louisiana Board of Regents' data, the FTE enrollment at SUBR as been declined by 1,900 FTE over the past five years. This has had adverse effect on State funding to SUBR. The Assistant Vice Chancellor for Enrollment Management will responsible for building and leading an enrollment management team to ensure the delivery of the University's goals and objectives related to enrollment management. The salary for this position will be \$90,000 annually. Eliminating the Chancellor's executive associate position, funded at \$80,000 annually, and reallocating an additional \$10,000 to the Assistant Vice Chancellor for Enrollment Management position would fund it.

Lastly, and contingent upon your approval of our request to create the position, we request permission to hire an interim Assistant Vice Chancellor for Enrollment Management while the search process is underway. This request is made because of the need for leadership in this area during the critically important fall registration period. A description of the position is attached.

Thank you for your consideration of this request.

Assistant Vice Chancellor for Enrollment Management

Description:

Reporting to the Executive Vice Chancellor & Provost, the Assistant Vice Chancellor for Enrollment Management is responsible for developing a team-oriented approach to enrollment management and the accomplishment of recruitment, enrollment, retention and program completion goals and objectives. The Assistant Vice Chancellor will oversee the offices of Admissions, Recruitment, Financial Aid, and the Registrar, as well as the registration process. The Assistant Vice Chancellor works closely and collaboratively with the Office of Academic & Student Affairs, the Office of Business & Finance and with faculty, staff, students, and others in the development and implementation of policies, practices, and strategies to promote the recruitment and retention of diverse undergraduate and graduate student populations.

Responsibilities:

- Oversee the development, implementation, assessment and evaluation of a strategic plan for the delivery of the University's goals and objectives related to enrollment management;
- Participate in formulating long and short-term goals and strategies for enrollment management (recruitment and retention) in cooperation with appropriate SUBR staff.
- Ensure that enrollment targets are consistently met in terms of the number and demographic profile of students enrolled;
- Provide for professional development and operational guidance for enrollment management team members;
- Facilitate communication, collaboration, and cooperation within the enrollment management team;
- Maintain the University's commitment to superior customer service
- Promote University brand awareness, provide leadership to marketing initiatives, and ensures effective use of technology and analysis of data in achieving enrollment objectives.

Qualifications:

Candidate must possess a master's degree with at least 8 years of experience in admissions or recruiting with at least 5 years experience in a senior level (dean or above) enrollment management role. S/He must demonstrate excellent written and oral communication skills. A commitment to shared governance and a thorough understanding of the enrollment management and student affairs organizational model is highly desirable.



Office of the Chancellor
P.O. Box 9374
Baton Rouge, Louisiana 70813

Voice: (225) 771-5020
FAX: (225) 771-5075

July 8, 2010

To: Ronald Mason, Jr., President, Southern University System
From: Kofi Lomotey, Chancellor *KL*
Re: Combining two offices to create position of Chief Budget Officer

Southern University and A&M College at Baton Rouge proposes to consolidate its existing Budget Management Office and University Budget Office to create the new position of Chief Budget Officer. The two offices that will be consolidated are similar in function and, in some instances, redundant. The proposed measure will improve operational efficiency and provide a net savings of approximately \$50,000.

We are requesting your approval of this proposal and, contingent upon your approval, its inclusion on the agenda for appropriate action during July 23, 2010, meeting of the Board of Supervisors.

Thank your consideration of this request.



VICE CHANCELLOR FOR FINANCE
AND ADMINISTRATION
P. O. BOX 9212
PHONE (225) 771-5021
FAX (225) 771-2018

July 9, 2010

Dr. Kofi Lomotey
Chancellor
Southern University Baton Rouge
3rd Floor, J.S. Clark Administration Building
CAMPUS

Dear Dr. Lomotey:

As a part of our budget reduction and streamlining efforts, we are requesting approval to combine the Budget Management Office, currently under the administrative oversight of the Comptroller's Office, with the University's Budget Office which currently reports to the Vice Chancellor for Finance and Administration. The functions in both of these offices are similar and in some cases redundant. Combining the responsibilities of these offices will improve operational efficiency and enhance the budget and budgetary control processes at the University.

We are recommending that the duties and responsibilities of these positions be combined and a new position be established and given the title of Chief Budget Officer at an annual salary of \$70,000.00. The Chief Budget Officer will report to the Vice Chancellor for Finance and Administration. The Budget Director retired in March 2010 and the position is currently vacant. Approval of the above requests will result in a net savings of approximately \$50,000.00.

Finally, we are requesting permission to hire an Interim Chief Budget Officer while the search process is underway. This request is being made because the general operating budget must be submitted for approval in the next few weeks.

All consideration given to the above requests will be appreciated.

Sincerely,

Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration

Approved
 Denied

Dr. Kofi Lomotey, Chancellor

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1M9919
-----------------	--------

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

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 Melva K. Turner Reason Left _____
 Date Left June 30, 2010 Salary Paid \$90,000

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
 Effective Date July 1, 2010

Name Evola C. Bates SS# xxx-xx- Sex Female Race* Black
 (Last 4 digits only)

Position Title: Chief of Staff Department: Office of the System President

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 30 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): B. A. - Psychology Institution/Location (SU-Baton Rouge): Albertus Magnus College-New Haven, Connecticut Year: 1975

Current Employer Jackson State University

Personnel Action

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

Recommended Salary \$150,000 (Annual Salary) Salary Budgeted \$150,000 (Annual Salary)

Source of Funds State - General Fund Direct

Identify Budget: 01-2-10002-1002 Location Office of the System President
 Form Code: BOR-10 Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

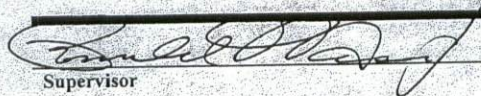
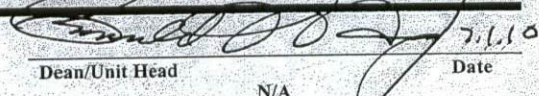

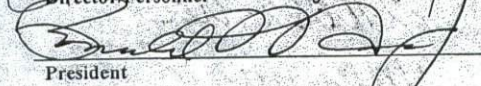
Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount

Graduate School signature (if, applicable):

	Date <u>7.1.10</u>		Date <u>7.1.10</u>
Supervisor	Date	Dean/Unit Head	Date
<u>N/A</u>		<u>N/A</u>	
Vice Chancellor	Date	Chancellor	Date
	Date <u>7/2/10</u>	<u>Tabor C. White</u>	Date <u>7/2/10</u>
Director/Personnel	Date	Vice President/Finance	Date
	Date <u>7.1.10</u>	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:

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Ronald Mason, Jr.

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	

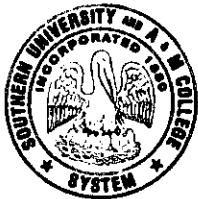
Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

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 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

2-10002-1002
[Signature] 7.2.10



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING
BATON ROUGE, LOUISIANA 70813

Office of the President
(225) 771-4680

July 14, 2010

Fax Number:
(225) 771-5522

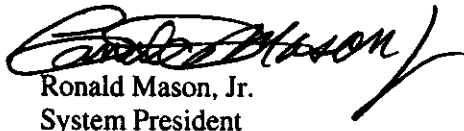
The Honorable Antonio "Tony" M. Clayton
C H A I R M A N
Southern University Board of Supervisors
4th Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

Dear Honorable Clayton:

This letter is to request the Board of Supervisor's approval to create the following position of General Counsel to the System and Board of Supervisors. This position will more accurately reflect the responsibilities of the System office. As Chief Legal Officer for both entities, the new position of General Counsel to the System and Board of Supervisors will ensure that all legal matters are handled adequately and addressed appropriately in a timely manner. This position will also be the liaison to all External Counselors.

Thank you for your assistance and cooperation in the above request.

Sincerely,


Ronald Mason, Jr.
System President

/B

JOB CLASS			
JOB CODE	1714		
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
-----------------	--	--	--	--	--

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 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 Tracie J. Woods Reason Left Continuation
 Date Left _____ Salary Paid \$115,000

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
 Effective Date July 1, 2010

Name Tracie J. Woods, Esq. SS# xxx-xx-4896 Sex F Race* B
(Last 4 digits only)

Position Title: General Counsel to the System and Board of Supervisors Department: Office of the President

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 17 Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): B.S.-Accounting Institution/Location (SU-Baton Rouge): Southern University Year: 1983
M.B.A. - Finance Atlanta University 2001
J.D. Indiana University 1995

Current Employer Southern University Law Center/System

Personnel Action

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

Recommended Salary \$115,000 Salary Budgeted \$115,000

Source of Funds Inter-Institutional Cost Transfer Budget

Identify Budget: 01-2-10615-1002 Location Office of the President
 Form Code: BOR-10 Page 12 Item # 11

Change of: From _____ To _____
 Position Exec. Counsel to the President/ General Counsel to the System
 Status General Counsel & Asst. Prof. and Board of Supervisors
 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
	\$115,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 7/13/10
 Supervisor _____ Date
n/a
 Vice Chancellor _____ Date
[Signature] 7/13/10
 Director/Personnel _____ Date
[Signature] 7/13/10
 President _____ Date

[Signature] 7/13/10
 Dean/Unit Head _____ Date
n/a
 Chancellor _____ Date
Taylor E. White 7/14/10
 Vice President/Finance _____ Date
 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: Ms. Woods will continue to work in the capacity as Asst. Professor for SULC at no charge to SULC.

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday 8:00-5:00pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Ronald Mason, System President
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225.771.4680
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)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION General Counsel to the System and Board of Supervisors AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of the President
 (Department or Unit)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Replacement | <input checked="" type="checkbox"/> New Position* | <input checked="" type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> State |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | | <input type="checkbox"/> Grant -in-Aid |
| | | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

This position of General Counsel to the System and Board of Supervisors does not require Job Advertisement, the person reports directly to the System President.

***SEE ATTACHED DUTIES AND RESPONSIBILITIES**

Salary/Range: _____ Previous Incumbent (if replacement): _____

Approved _____ Disapproved _____ *Corale Mason* 7/13/10
 Department Head Date

Approved _____ Disapproved _____ *Corale Mason* 7/13/10
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	_____ No
Job Code: <u>A</u>	Cal Id: <u>A</u> Job Class: _____
Verified By: _____	Date: _____

_____ Approved _____ Disapproved _____
 Vice Chancellor Date

_____ Approved _____ Disapproved _____
 Chancellor/Vice President Date

Approved _____ Disapproved _____ *Corale Mason* 7/13/10
 President Date
 An Equal Opportunity Employer

3600 HRS
JOB CLASS 13655
JOB CODE A MU Bonner
CAL ID HRS A

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
------------------------	--	--	--	--	--	--	--	--	--

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

EMPLOYMENT CATEGORY: 9-MONTH _____ 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 Tracie J. Woods, Esq. Reason Left Title Change/Continuation
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
 Effective Date August 1, 2010

Name Byron C. Williams SS# xxx-xx-3801 Sex M Race* B
(Last 4 digits only)

Position Title: Executive Counsel to the President Department: Office of the President

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 30 Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): University of Montana Year: 1978
JD Tulane University 1987

Current Employer Jackson State University

Personnel Action

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds General

Identify Budget: 10615 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
10615	\$120,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 7/13/10 Date
 Supervisor _____ Date
[Signature] 7/13/10 Date
 Vice Chancellor _____ Date
[Signature] 7/13/10 Date
 Director/Personnel _____ Date
[Signature] 7/13/10 Date
 President _____ Date
[Signature] 7/13/10 Date
 Dean/Unit Head _____ Date
 Chancellor _____ Date
 Vice President/Finance _____ Date
 Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board _____ Date
 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:

Reports directly to the System President

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

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)



SOUTHERN UNIVERSITY AND A & M COLLEGE SYSTEM

J. S. CLARK ADMINISTRATION BUILDING
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
SYSTEM VICE PRESIDENT
FOR ACADEMIC & STUDENT AFFAIRS

225-771-3915 (TELEPHONE)
225-771-4388 (FACSIMILE)

July 12, 2010

2010 JUL 14 PM 1:38
SOUTHERN UNIVERSITY
ADMINISTRATION BUILDING

Dr. Ronald Mason, Jr.
President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, Louisiana 70813

Dear Dr. Mason,

By way of the of this communication, I am requesting your permission to waive the search process and appoint Dr. Melva K. Turner as Assistant Vice President for Academic & Student Affairs effective July 1, 2010.

Dr. Turner served as Chief of Staff during my tenure as Interim President and Vice President for Academic & Student Affairs. At my direction, Dr. Turner successfully provided oversight to all system-wide academic functions and served as the primary contact person for all academic entities, both internal and external. Needless to say, Dr. Turner is extremely familiar with the functions and operations of the Office of the Vice President for Academic & Student Affairs and will surely benefit the System in this capacity. Additionally, Dr. Turner possesses a wealth of knowledge in the area of student affairs, having served as Assistant Vice Chancellor for Student Affairs at Southern University at Shreveport.

Should you grant this request your favorable consideration, I am also requesting that it be forwarded to the Board of Supervisors for approval at its next meeting.

Thanks in advance for your consideration. If you have any questions, please contact me.

Sincerely,

Kassie Freeman, Ph.D.
Vice President for Academic & Student Affairs

KF/

7.13.10

Banner 11776

JOB CLASS	1	7	7	6
JOB CODE	A			
CAL ID	A			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (<input type="checkbox"/> % 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 Preston Dejean Reason Left Resigned
 Date Left September 30, 2006 Salary Paid \$68,000.00

Profile of Person Recommended

Length of Employment July 1, 2010 To June 30, 2011
 Effective Date July 1, 2010

Name Melva K. Turner, Ph.D. SS# xxx-xx-4729 Sex F Race* B
(Last 4 digits only)

Position Title: Asst. Vice President for Academic & Student Affairs Department: V/P for Academic & Student Affairs

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 12 Southern University Experience 7
 Degree(s): Type/Discipline (BA-Education): B. A. - Mass Communication Institution/Location (SU-Baton Rouge): Grambling State University Year: 1999
M.P.A. Grambling State University 2001
Ph.D. - Higher Education Jackson State University 2008

Current Employer Southern University System

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$80,000.00

Source of Funds Inter-Institutional Cost Transfers Budget

Identify Budget: 01-210620 Location VP Academic & Student Affairs
 Form Code: BOR-10 Page _____ Item # _____

Change of: From To
 Position Chief of Staff Asst. V/P for Academic & Student Affairs
 Status Full-Time Full-Time
 Salary Adjustment \$90,000.00 \$80,000.00

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
01-2-10001-1002	\$90,000.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>7/12/10</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>7/12/10</u> Date
<u>[Signature]</u> Vice Chancellor	<u>7/14/10</u> Date	<u>[Signature]</u> Chancellor	<u> </u> Date
<u>[Signature]</u> Director/Personnel	<u>7/13/10</u> Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	<u> </u> Date
<u>[Signature]</u> President	<u> </u> Date	<u>[Signature]</u> Chairman/S.U. Board of Supervisors	<u> </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:

EMPLOYEE REGULAR WORK SCHEDULE:

Monday – Friday 8:00 – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. Kassie Freeman

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-3915

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)
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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)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Asst. Vice President for Academic Student Affairs AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office of the Vice President for Academic & Student Affairs
 (Department or Unit)

- | | | | |
|---|--|---------------------------------------|---|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position* | <input type="checkbox"/> Unclassified | <input checked="" type="checkbox"/> Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty | <input type="checkbox"/> State |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | | <input type="checkbox"/> Grant -in-Aid |
| | | | <input type="checkbox"/> System Revenue |
| | | | <input type="checkbox"/> Agency Fund State |

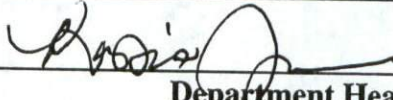
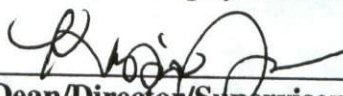
*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Job Description Attached. A request to waive the search for this position has been submitted to the President.
This appointment will be made once approval is granted by the President.



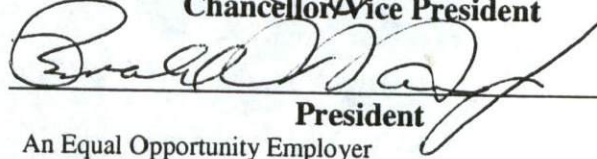
Salary/Range: Up to \$100,000.00 Previous Incumbent (if replacement):

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<u>7/12/10</u>
		Department Head	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<u>7/12/10</u>
		Dean/Director/Supervisor of Budget Unit	Date

JUL 14 PM 1:38

COMPTROLLER'S OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
_____ Yes	_____ No
Job Code:	Cal Id:
Job Class:	
Verified By:	Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<u>7/12/10</u>
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<u>7.13.10</u>
		Chancellor/Vice President	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		<u>7.13.10</u>
		President	Date

An Equal Opportunity Employer

JOB CLASS				
JOB CODE				
CAL ID				

RECEIVED
SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2F9905

RECEIVED
2010 JUL 14 PM 3:15
ACADEMIC AFFAIRS

JUN 30 2010

CAMPUS: VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER SUBR ACADEMIC AFFAIRS SUARC SUNO SUSLA

EMPLOYMENT CATEGORY: X 12-MONTH OTHER (Specify)

RECEIVED
JUL 13 2010
OFFICE OF THE CHANCELLOR

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

Previous Employee Humberto Munoz Reason Left Visa Problems
 Date Left March 2009 Salary Paid \$56,118/nine months

Profile of Person Recommended

Length of Employment 8/9/2010 To 5/13/2011 (Continuation each academic year thereafter)
 Effective Date 8/9/2010

Name Humberto Munoz Barona ID# xxx-xx-8541 Sex* Male Race* Hispanic
 (Last 4 digits only)

Position Title: Associate Professor Department: Mathematics

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

R	-	A
---	---	---

New Position Expiration Date: 6/3/2020

(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 13 Southern University Experience 8

Degrees(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BS-Math	Universidad del Valle, Colombia	1984
	MS-Math	Universidad del Valle, Colombia	1988
	PhD-Math	University of Louisiana at Lafayette	2001

Current Employer

Personnel Action

Check One New Appointment Sabbatical Leave of Absence
 Transfer X Other (Specify) Returning to the same faculty position.

Recommended Salary \$56,118 Salary Budgeted \$56,118

Source of Funds State

Identify Budget: 02-2-10871 Location Department of Mathematics
 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

*See Reverse Side

Graduate School signature (if applicable):

<u>Jeffrey Thomas</u> 6/29/10 Supervisor Date	<u> </u> 6/29/10 Dean/Unit Head Date
<u> </u> 6/30/10 Vice Chancellor Date	<u> </u> 7/13/10 Chancellor Date
<u> </u> 7/2/10 Director/Personnel Date	<u> </u> 7/14/10 Vice President/Finance Date
<u> </u> 7/14/10 President Date	<u> </u> Business Affairs/Comptroller Date
	<u> </u> 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:

In the fall of 2010, Dr. Humberto Munoz Barona is returning to his former position as a tenured professor of mathematics at SUBR. It is of **utmost importance** that henceforth his full name (**Humberto Munoz Barona**) be placed on all documents and transactions with which he is associated.

Contingent Upon Availability of Funds
EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

NUMBER OF EMPLOYEES SUPERVISED (if any)

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

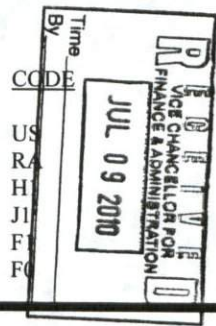
GUIDELINES: All employees, students, and graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid Office, Statement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

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



**Do Not Write Below This Area
For Human Resource 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 restricted) (if applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
111.000.2478.01003
4/13/10
GRANTS • CONTRACTS SECTION

JOB CLASS				
JOB CODE				
CAL ID	RECEIVED			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	219766
-----------------	--------

CAMPUS: 2010 JUL -2 AM 9:55 SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT TYPE: FINANCIAL BUSINESS AFFAIRS & COMPTROLLER MONTH _____ 12-MONTH X OTHER _____ (Specify) _____

Academic Non-Academic
 Temporary Part-time (_____ % of Full Time)
 Tenured Undergraduate Student
 Tenured Track Graduate Assistant
 Other (Specify) _____ Retiree Return To Work
 Leave of Absence _____
 Previous Employee Celeste Wilkinson Reason Left _____
 Date Left 6/9/10 Salary Paid \$65,359.92/ Ann

RECEIVED
JUL 01 2010
OFFICE OF THE CHANCELLOR

Profile of Person Recommended

Length of Employment June 18, 2010 To August 14, 2010
 Effective Date June 18, 2010

Name Celeste B. Wilkinson SS# xxx-xx-2311 Sex F Race* B
(Last 4 digits only)

Position Title: Associate Comptroller Department: Comptroller's Office

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 33 Southern University Experience 33
 Degree(s): Type/Discipline (BA-Education): Accounting Institution/Location (SU-Baton Rouge): 128 Credit Hours Southern University BR Year: _____

Current Employer Southern University

Personnel Action

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

Recommended Salary \$65,359.92 Salary Budgeted \$65,359.92

Source of Funds _____

Identify Budget: 02-210718 Location _____
 Form Code: _____ Page _____ Item # _____
 Change of: _____
 Position _____ From _____ To _____
 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
210718	

*See Reverse Side

Graduate School signature (if applicable):

Mark Ingram 6/16/10 Supervisor Date
Gordon McCenter _____ Date Vice-Chancellor
John Wilshire 6/28/10 Director/Personnel Date
Emuel P. ... 7.6.10 President Date

Quendelyn A Bennett 6/16/10 Dean/Unit Head Date
... 9/1/10 Change of Date
Tolar E White, Jr 7/21/10 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board of Super: isors Date

2010 JUN 17 PM 2:06

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:

Medical leave of absence June 18, 2010 through August 14, 2010

RECEIVED OFFICE
SUBR/BUDGET
2010 JUN 29 AM 11:00

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 - 5:00

EMPLOYEE DIRECT SUPERVISOR:

Mark Trepagnier

SUPERVISOR/DEPARTMENT CONTACT NUMBER

3-4552

NUMBER OF EMPLOYEES SUPERVISED, (if any)

14

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	EXPIRES
US RA H1 J1 F1 FO	2010 JUN 17

JUN 29 2010

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)
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- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

2-10714-1002
Yed Jones 7/2/10
GRANTS • CONTRACTS SECTION Rev. 07 24 2007

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

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

Name of Employee: Celeste B. Wilkinson SSN: XXX-XX-2311

Address: 11185 Walker Road St. Francisville, LA 70775 Phone: 225-634-1382

Title: Associate Comptroller Highest Degree: 128 Credit hours

Birth Date: July 28, 1955

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 8

EFFECTIVE DATE OF LEAVE: June 18, 2010 ANTICIPATED RETURN DATE: August 14, 2010

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor) _____
- b. Rest and Recuperation (Statement from two (2) physicians* must be attached) 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) 8 Weeks

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

Rest and Recuperation after 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>X</u>	No	_____
State Retirement	Yes	_____	No	_____
Group Insurance	Yes	<u>X</u>	No	_____
Elected Supplemental Benefits	Yes	<u>X</u>	No	_____

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

DATE

6-16-2010

SIGNATURE OF APPLICANT

Celeste B. Wilkinson

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 2010 JUN 17 PM 2:06

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 4/27/09
 Purpose of Last Leave: Medical Leave

TYPE OF LAST LEAVE:

With pay _____ Amount: _____
 Without Pay _____
 Length of last leave: _____

Signature of Chairperson

Ry Smute

Signature of College Dean

7/10

Signature of Chief Academic Officer

Mark Flynn

Signature of Campus Chancellor

Signature of System President

DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

RECEIVED
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 2010 JUN 29 AM 11:06

JOB CLASS		SOUTHERN UNIVERSITY SYSTEM		POSITION NUMBER	219938
JOB CODE		Personnel Action Form			
CAL ID		RECEIVED JUN 29 2010			

CAMPUS: SUS VP/SUBR ACADEMIC AFFAIRS SUNO SUSLA

EMPLOYMENT CATEGORY: 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 Mary L. Abadie Reason Left N/A

Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2010 To 09/30/2010

Effective Date 07/01/2010

Name Mary L. Abadie SS# xxx-xx-6769 Sex F Race* B
(Last 4 digits only)

Position Title: Asst. Professor/Clinical Administrator Department: School of Nursing

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

(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 32.0 Southern University Experience 16.0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BSN</u>	<u>William Carey College</u>	<u>08/1983</u>
	<u>MN</u>	<u>LSUMC</u>	<u>12/1992</u>
	<u>APRN</u>	<u>University of South Alabama</u>	<u>12/2001</u>

Current Employer SUBR/School of Nursing

Personnel Action

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

Recommended Salary \$ 18,052.50 Salary Budgeted \$ 18,052.50

Source of Funds General Funds

Identify Budget: 10878 Page _____ Location _____

Form Code: _____ 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
10878	72,210

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

Supervisor <u>[Signature]</u> 6/25/10	Dean/Unit Head <u>[Signature]</u> 6/25/10
Vice Chancellor <u>[Signature]</u> 6/25/10	Chancellor <u>[Signature]</u> 7/14/10
Director/Personnel <u>[Signature]</u> 7/2/10	Vice President/Finance <u>[Signature]</u> 7/14/10
President <u>[Signature]</u> 7.20.10	Business Affairs/Comptroller <u>[Signature]</u>
	Chairman/S.U. Board of Supervisors _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

White, not of Hispanic origin. A person having origins in any of the original 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:

Ms. Abadie is requesting Leave with Pay for the period of 07/01/2010 – 09/28/2010. She is having rotator cuff repair surgery on her left shoulder, rest and recuperation.
Contingent Upon Availability of Funds

EMPLOYEE REGULAR WORK SCHEDULE: 8am – 5pm Monday-Friday
EMPLOYEE DIRECT SUPERVISOR: Janet S. Rami, PhD, RN
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3266
NUMBER OF EMPLOYEES SUPERVISED, (if any) 4-16

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”)

By	Time
CODE	
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JUL 08 2010

RECEIVED
VICE CHANCELLOR FOR
FINANCE & ADMINISTRATION

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SUBR/BUDGET OFFICE
2010 JUL 2 PM 3:09
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)
- 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)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
111000.2403.01002
[Signature] 7.13.10
GRANTS • CONTRACTS SECTION

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

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SOUTHERN UNIVERSITY

JUN 22 2010

CAMPUS: SUS _____ SUBR x _____ SULAC _____ SUAREC _____ SUNO _____ SCHOOL OF NURSING DEAN'S OFFICE _____

RECEIVED

Name of Employee: MARY L. ABADIE SSN: 435-80-6769

JUL 09 2010

Address: 288 CRESTVIEW AVE. Phone: 225-775-7840

OFFICE OF THE CHANCELLOR

Title: ASSISTANT PROFESSOR CLINIC ADMINISTRATOR Highest Degree: MN

Birth Date: 02-02-1951

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 17

EFFECTIVE DATE OF LEAVE: JULY 1, 2010 ANTICIPATED RETURN DATE: OCT 1, 2010

Purpose of leave Requested (click one):

- a. Professional or Cultural Improvement (Must have prior approval from Chancellor) _____
- b. Rest and Recuperation (Statement from two (2) physicians* must be attached) 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) 12 WKS

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	<u>X</u>	No	_____
Elected Supplemental Benefits	Yes	<u>X</u>	No	_____

SOUTHERN UNIVERSITY
HUMAN RESOURCES
2010 JUL - 1 PM 2:32

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

6-18-2010
DATE

Mary L. Abadie
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: 12-7-2009 to 3-29-210
Purpose of Last Leave: Sugery and rehabilitation

TYPE OF LAST LEAVE:

With pay x Amount: \$18052.50
Without Pay _____
Length of last leave: _____ 15 weeks

<u>[Signature]</u> Signature of Chairperson	<u>[Signature]</u> Signature of College Dean	<u>[Signature]</u> Signature of Chief Academic Officer
<u>[Signature]</u> Signature of Campus Chancellor	<u>[Signature]</u> Signature of System President	

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SUBR/BUDGET OFFICE
2010 JUL - 1 PM 2:32

DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date