

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance and Audit Committee)

Friday, June 18, 2010

Board of Supervisors' Meeting Room

J. S. Clark Administration Building – Second Floor

Southern University and A & M College

Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Appointments
 - 1.) Professor of Public Administration, SUBR
 - 2.) Data Base Administrator, SUBR
 - 3.) Dean of the Nelson Mandela School of Public Policy and Urban Affairs, SUBR
 - 4.) Interim Dean of Education, SUNO
 - B. Leaves of Absence
 - 1.) Associate Vice Chancellor for Facilities Operations, SUBR
 - 2.) Assistant Director for Institutional Research, SUBR
6. Other Business
7. Adjournment

MEMBERS

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	RECEIVED			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	221326
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CAMPUS: ~~SUNO~~ JUN -4 ~~SAMMO~~ 04 ~~SULAC~~ MAT 21 ~~SUAREC~~ ~~SUNO~~ ~~SUSLA~~

EMPLOYMENT CATEGORY: BUSINESS MONTH 12-MONTH 3 OTHER (Specify) _____
ACADEMIC AFFAIRS
AFFAIRS & COMPTROLLER

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

Previous Employee Damien Ejigiri **OFFICE OF THE CHANCELLOR** Reason Left Reassigned to Faculty
 Date Left 8/22/2009 Salary Paid 110,054

Profile of Person Recommended

Length of Employment 07/01/2010 To 06/30/2011
 Effective Date 07/01/2010

Name Mylon Winn SS# xxx-xx-4691 Sex M Race* B
 (Last 4 digits only)

Position Title: Professor Department: Public 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 6 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA/Afro-American Studies University of Washington (Seattle) 1971
MA/Political Science University of Washington (Seattle) 1975
Ph.D/Political Science University of Washington (Seattle) 1981

Current Employer SUBR

Personnel Action

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

Recommended Salary 68,683 Salary Budgeted 68,683

Source of Funds State 2-10882

Identify Budget: State Location Public Administration
 Form Code: 210882 Page 1 Item # 1

Change of:
 Position Dean From Professor To
 Status _____
 Salary Adjustment 89,050 68,683

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
210884	89,050

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>Mylon Winn</u> 5/21/2010 Supervisor Date	<u>Mylon Winn</u> 5/21/2010 Dean/Unit Head Date
<u>Damien Ejigiri</u> 5/21/2010 Vice Chancellor Date	<u>Mylon Winn</u> 6/2/10 Chancellor Date
<u>Charles R. Whittington</u> 05/26/2010 Director/Personnel Date	<u>Nelson E. White</u> 6/4/10 Vice President/Finance Date
<u>Damien Ejigiri</u> 6/4/10 President Date	<u> </u> <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: Dr. Mylon Winn was serving as Interim Dean of Nelson Mandela School of Public Policy and Urban Affairs. He will return to Professor effective, July 1, 2010.

"Contingent Upon Availability of Funds"

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8:00 a.m. – 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: William Arp, III

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

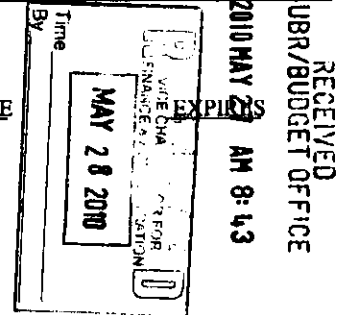
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE
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

FUNDS AVAILABLE
SOUTHERN UNIVERSITY SYSTEM

GRANTS • CONTRACTS SECTION

Y. Winn 6/3/10

FUNDS AVAILABLE
SOUTHERN UNIVERSITY SYSTEM
OFFICE OF THE CONTROLLER

JOB CLASS										
JOB CODE										
CAL ID										

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER 254215

RECEIVED
FEB 15 2011

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

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

Academic _____ X 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 _____ X Permanent Status _____

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

Profile of Person Recommended

Length of Employment 10/01/09 To 09/30/10
 Effective Date 06/01/10

Name Haridas Devadas SS# xxx-xx-1468 Sex M Race* A
 (Last 4 digits only)

Position Title: Data Base Administrator Department: Financial & Student Information System Upgrade

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

Expiration Date: 09-29-2011

Years Experience 10 Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): MS - Engineering Management Institution/Location (SU-Baton Rouge): University of LA Lafayette - Lafayette, LA
BE - Cmpt Sci & Engineering N. I. of Engineering- MS University, India

Current Employer DELL Computer

Personnel Action

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

Recommended Salary \$85,000.00 Salary Budgeted \$85,000.00

Source of Funds 521418 \$85,000.00

Identify Budget: 521418 Location _____
 Form Code: Title III Page 1 106 Item # 1 3

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

Source of Funds	Amount
210731	\$10,000.00
521418	\$85,000.00

*See Reverse Side

Comments: (Use back of form)

Supervisor: Willie Alexander 5/24/10
 Vice Chancellor: Blanton McGehee 5/27/10
 Director/Personnel: Edith Washington 05/29/10

Dean/Unit Head: Nathan Jordan 5-27-10
 Chancellor: Rohit Sankar 5/28/10
 Vice President/Finance Business Affairs/Comptroller: Alan E. White 6/2/10

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 **X** 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:

Total base salary is \$95,000.00.

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

EMPLOYEE DIRECT SUPERVISOR: **Willie L. Francois**

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")

SOUTHERN UNIVERSITY SYSTEM

I certify that the above purchase(s) is for the purchase of goods and conditions of the appropriate budget and in accordance with CODE and procedures required for fiscal compliance.

US RA Verified By: **5-27-10**

J1 Available By:

Doc. I.D. # **F1**

FO Date: **9-30-10**

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 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)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	226111
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RECEIVED

NEW LSPC

CAMPUS: SUS 2010 JUN - 1 PM 4:43 SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT VP/FINANCE & BUSINESS AFFAIRS/COMPTROLLER _____ 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 checked="" type="checkbox"/> Permanent Status

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

Profile of Person Recommended

Length of Employment 07/01/09 To 06/30/10
Effective Date 06/01/10

Name Haridas Devadas SS# xxx-xx-1468 Sex M Race* A
(Last 4 digits only)

Position Title: Data Base Administrator Department: Information Systems Division

Check One Existing Position New Position *Visa Type (See Reverse Side): E A
Expiration Date: 09-23-2011

(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 15 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): MS - Engineering Management Institution/Location (SU-Baton Rouge): University of LA Lafayette - Lafayette, LA Year: 2005 Dec 1995 1991
BE - Cmptr Sci & Engineering N. I. of Engineering- MS University, India

Current Employer DELL Computers

Personnel Action

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

Recommended Salary \$10,000.00 Salary Budgeted \$10,000.00

Source of Funds 210731 \$10,000.00

Identify Budget: 210731 Location _____
Form Code: BOR 10 Page 1 Item # 1

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
210731	\$10,000.00
521418	\$85,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

William J. Davis 5/24/10 Supervisor Date
Blair McClinton 5/27/10 Vice Chancellor Date
Edward R. Washington 05/29/2010 Director/Personnel Date
William J. Davis 5/24/10 Dean/Unit Head Date
Ruth A. Jones 5/28/10 Chancellor Date
Alan E. White 6/2/10 Vice President/Finance Business Affairs/Comptroller Date

President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Total base salary is \$95,000.00.

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Willie L. Francois

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):

<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):

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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 or classification (if applicable)

FUNDS AVAILABLE
SOUTHERN UNIVERSITY SYSTEM

2-10/31-1002
Updman 5.29.10
GRANTS • CONTRACTS SECTION

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED

POSITION NUMBER	2M9924
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CAMPUS: SUS _____ SUBR x SUAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

Academic
 Temporary
 Tenured
 Tenured Track
 Other (Specify) _____

Non-Academic
 Part-time (**RECEIVED**)
 Undergraduate Student
 Graduate Assistant
 Retiree Return To Work

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

Previous Employee Mylon Winn **OFFICE OF THE CHANCELLOR** Lesson Left Interim Appointment Expired
 Date Left 06/30/2010 Salary Paid 89,050

Profile of Person Recommended

Length of Employment 07/01/2010 To 06/30/2011
 Effective Date 07/01/2010

Name William Arp, III SS# xxx-xx-5231 Sex M Race* B
(Last 4 digits only)

Position Title: Dean Department: Nelson Mandela School of Public Policy and Urban 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	<u>17</u>	Southern University Experience	<u>11</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA/Political Science</u>	<u>Southern University</u>	<u>1976</u>
	<u>MA/Social Science</u>	<u>Southern University</u>	<u>1986</u>
	<u>Ph.D/Justice Studies</u>	<u>Arizona State University</u>	<u>1989</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 89,050 Salary Budgeted 89,050

Source of Funds Southern University State Funds

Identify Budget: State _____ Location _____
 Form Code: 2 10884 Page 1 Item # 1

Change of:
 From _____ To _____
 Position Professor in Political Science Dean
 Status 9 months 12 months
 Salary Adjustment 68,683 89,050

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
2 10885	68,683

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

M. J. [Signature] 5/21/2010 Date
 Supervisor
M. J. [Signature] 5/21/2010 Date
 Vice Chancellor
[Signature] 6/10/2010 Date
 Director/Personnel
[Signature] 6/8/10 Date
 President

[Signature] 6/4/10 Date
 Dean/Unit Head
[Signature] 6/10/10 Date
 Chancellor
[Signature] 6/10/10 Date
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors

2010 JUN - 1 AM 8:25
 SOUTHERN UNIVERSITY
 HUMAN RESOURCES

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.

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

COMMENTS:

Dr. William Arp, III will be serving as Dean of the Nelson Mandela School of Public Policy and Urban Affairs, effective July 1, 2010.

Contingent upon funds available

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8:00 a.m. - 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR: Mwalimu Shujaa

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

RECEIVED
SUBR/BUDGET OFFICE
2010 JUN -1 PM 1:17
EXPIRES JUN 02 2010
OFFICE OF CHA...
FINANCE & BUDGET DIVISION

**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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- 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
2-10884
[Signature]
GRANTS + CONTRACTS SECTION




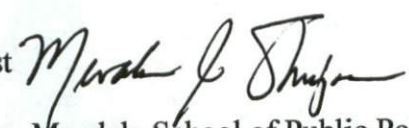
Office of Academic & Student Affairs
P.O. Box 9820
Baton Rouge, Louisiana 70813

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

June 9, 2010

Memorandum

To: Kassie Freeman, Interim President
Southern University System

From: Kofi Lomotey, Chancellor 
Mwalimu J. Shujaa, Executive Vice-Chancellor & Provost 

Re: Recommendation of William Arp III as Dean of the Nelson Mandela School of Public Policy and Urban Affairs

An "agency only" search was initiated in September 2009 to identify a permanent dean for the Nelson Mandela School of Public Policy and Urban Affairs. Dr. Albert Samuels was appointed to serve as chairperson of the Search and Advisory Committee. The committee's instructions included the following: (1) compose and circulate an announcement and description of the position to be filled; (2) receive applications and nominations; (3) review credentials of applicants and nominees; and (4) recommend to the Executive Vice Chancellor and Provost the top three persons for the position without ranking them, provided that in the committee's judgment there are at least three qualified candidates.

Three candidates applied. The committee, in its final report, dated April 6, 2010, indicated that all three were qualified. The Executive Vice Chancellor and Provost and the Chancellor invited each of the three candidates to an interview that was jointly conducted. Based on the input of the Search and Advisory Committee and its chairperson, consideration of the professional background of each candidate, and our impressions of the candidates gained during our interviews with them, Dr. William Arp III is believed to be the candidate best suited to lead the Nelson Mandela School of Public Policy and Urban Affairs. We, therefore, recommend to you that he be appointed to that position effective July 1, 2010.

The Personnel Action Form was submitted separately. Accompanying this memorandum are the Final Report of the Search Committee; a separate report from the chairperson of the committee; Dr. Arp's curriculum vitae; the letter of invitation to Dr. Samuels to serve as chairperson; a description of the responsibilities of deans; the Position Vacancy Authorization; and the Position Vacancy Announcement Request.

cc. The Hon. Tony Clayton, Chairperson, Southern University Board of Supervisors

Vita

Dr. William Arp III
Department of Political Science
Southern University and A & M College
Baton Rouge, Louisiana 70813
(225) 771-3210 (Office)
(225) 923-3145 (Home)
warp333@aol.com

Marital Status: Married
Citizenship: U. S.

Degrees:

Bachelor of Arts (1976)	Political Science	Southern University
Master of Social Science (1986)	Political Science	Southern University
Doctor of Philosophy (1989)	Justice Studies	Arizona State University

Academic Publications:

Arp, W. (1990). "The Exclusion of Illegal Hispanics in Agenda Setting," Policy Studies Review, Summer Edition.

Arp, et.al. (1990). "The Immigration Reform and Control Act of 1986: Differential Impacts on Women?" Crime and Social Justice, Summer Edition.

Arp, W. (1994). "A Triad of Environmental Concern: Race, Party Affiliation and Political Ideology," The Western Journal of Black Studies, Volume 18, No. 3.

Arp, W., Keith Boeckelman (1994). "Emerging Black Environmentalism: A Consequence of Pollution and its Threat to Health," Southeastern Political Review, Volume 22, No. 4.

Arp, W., Connie Baver (1994). "Implementation of Congressional Intent: A Study of Amnesty Policy and the Immigration and Naturalization Services," International Migration Quarterly Review, Volume 32, No. 3.

Boeckelman, K., William Arp, and Gregory Terradot (1995). "Messenger or Message: David Duke in the Louisiana Legislature," in David Duke and the Politics of Race in the South. Vanderbilt Press.

Arp, William and Christopher Kenny (1996). "Black Environmentalism in the Local Community Context." Environment and Behavior. Volume 28, No. 3.

- Arp, William and Keith Boeckelman (1997). "Religiosity: A Source of Black Environmentalism and Empowerment?" Journal of Black Studies, Volume 238, No.2.
- Arp, William and John C. Howell (1995). "Black Environmentalism and Gender Differences: An Ethics of Care?" Western Journal of Black Studies, Volume 19, No. 4.
- Arp, William and et. al. (1999). "Black Democratic Partisanship and White Flight in Louisiana, 1975-1996," Journal of Black Studies, Volume 29, No. 6.
- Arp, William (1999) "Justice for Black Americans: A Question of Fairness," Western Journal of Black Studies, Volume 23, No. 4.
- Arp, William (2004). "HIV/AIDS and Non-Decision in Louisiana: A Case Study of Prevention Strategy in Three Black Communities," Journal of Black Studies, Volume 34, No. 4.
- Arp, William et. al. (2005). Understanding American Government. Horizon Textbook Publishing: Redding, California.(Book)
- Arp, William et. al. (2007). Understanding American Government, 2nd Edition. Horizon Textbook Publishing: Redding, California.(Book)
- Arp, William and Berlisha Morton (2007). "A Political History and Analysis of Disenfranchisement and Restoration of the Black Vote in Louisiana." The Western Journal of Black Studies, Volume 29, No. 3.
- Arp, William (2007). Black Politics in the Belly of the Beast by Judson A. Jeffries -2006-Book Review in The Western Journal of Black Studies (Forthcoming).
- Arp, William (2008). "Frantz Fanon" The Griot-Forthcoming Spring 2009.

Research Grants:

Hispanic Research Center (1988-89) Position: Research Director	\$1, 000	Arizona State Univ.
SGA Research Award-Undocumented Workers Position: Research Director	\$1, 000	Arizona State Univ.
Center for Energy and Environmental Studies (1992-93) Position: Research Director	\$25, 000	Southern University
Dept. Of Environmental Quality (DEQ)(1993-94)	\$40, 000	Louisiana State Univ.

Position:	Research Director		
U.S. Dept. of Agri.-Food Stamp Need Assessment(1997)	\$23, 000		Southern University
Position:	Research Director		
Dept. Of Social Services (DSS)(2001)	\$69, 654		Southern University
Position:	Research Director		
Dept. Of Social Services (DSS)(2001)	\$179, 000		Southern University
Position:	Research Director		
Dept of Health and Hospitals (DHH)(2002)	\$130, 000		Southern University
Position:	Administrative Director		
EBR Office of Community Development (2004)	\$45, 000		Bethel A.M.E. Church HIV/AIDS House-S. U.
Position:	Principal Investigator		
HIV/AIDS Alliance for Region Two (2004)	\$42, 066		Bethel A.M.E. Church HIV/AIDS House- S. U.
Position:	Principal Investigator		

Recent Conferences Attended:

**Southern Conference on African America Studies, Incorporated (S.C. A .A .S. I.)
25th Convention, 2004; 26th Convention, 2005; 28th Convention, 2007, and 29th Convention
on February 7, 8, 9, 2008-Atlanta Georgia.**

Paper Presentations: 2008-Atlanta, Georgia

**“Colonialism and Revolution in Algeria: A Frantz Fanon Phenomena”
William Arp III and Roderica Johnson**

**“Black Leadership in the Black Church”
William Arp III and Symphony Guyton**

Panels: 2008-Atlanta, Georgia

“George’s Oil War in Iraq: With Dignity and Resolve, How Best to Handle the Iraq War”

**“Politics in the African American Diaspora in 2008”
William Arp, III-Chair**

University Service:

Book Review (September 2007) Black Power in the Belly of the Beast
Organizer- 60th Anniversary of the Department of Political Science and Geography
Vice-President of the Faculty Senate
Motivational Speaker Series Lecturer-Southern University -2006
Member of the S. U. Curriculum Committee
Member-Chancellor's Recruitment Initiative
McNair Mentor (SU and LSU)
Chairman of SU Student Publication's Board
Member of Southern University Land Grant Initiative
Honor Thesis Advisor-Honor's College
Former Member of the Quality Enhancement Planning Committee

Community Services:

Academic Advisor of the George Washington Carver Summer Institute
Board Member-Community Association for the Welfare of School Children (CAWSC)
Officer/Board Member-Mental Health of America (MHA)
Board Member-Ada C. Pollock-Blundon Association, Inc.
Certified Teacher of the Governor's Program on Abstinence***
Member of the NAACP
Member of Democracy Project
Member of Louisiana Environmental Action Network (LEAN)
Former Member of Louisiana Coalition for Tax Justice
Former Member of Bethel A. M. E. Community Ministry

Professional Positions:

Full Professor, Southern University Department of Political Science and Geography	August, 2000 to Present
Associate Professor, Southern University	August, 1995-2000
Assistant Professor, Louisiana State University Department of Political Science	August, 1989-1995
Allen Legal Services Director	September 1983-1986
Southwest Legal Services Allen Parish	July, 1973-1983

Professional Affiliations:

Louisiana Federation of Teachers (LFT)
CQ Press Reviewer
Western Journal of Black Studies-Book Reviewer
National Conference of Black Political Scientist (NCOBPS)
Pi Sigma Alpha Honor Society

American Political Science Association

Awards:

**Teacher of the Year 2002-2003
Southern University-Baton Rouge Campus**

**Man of the Year 2003
Bethel African Methodist Episcopal Church**

**Ronald E. McNair Mentor-2006
"Outstanding Service"**

**Ronald E. McNair Mentor-2007
"Outstanding Service"**

References:

**Dr. Wayne Parent, Associate Dean
Louisiana State University
Department of Political Science
Baton Rouge, Louisiana 70803**

**Dr. Huey Perry, Chancellor's Fellow
Southern University and A & M College
Department of Political Science
Baton Rouge, Louisiana 70813**

**Dr. Keith Boeckelman
Western Illinois University
Department of Political Science
McComb, Illinois**

**Dr. Cecil Eubanks, Senior Professor
Louisiana State University
Department of Political Science
Baton Rouge, Louisiana 70803**

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Dean AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Nelson Mandela School of Public Policy and Urban Affairs
 (Department or Unit)

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input 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 checked="" 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).

The duties of the deans are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student academic needs; recommend, plan, and manage activities of the departments/divisions under their supervision; ensure the timely completion of university-wide tasks within their colleges/schools (e.g. grade submission, attendance verification, and faculty load reporting) make recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for their colleges or schools; and, after consultation with their faculties, make recommendations on personnel matters relating to the members of the staff under their direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. Deans are expected to teach a minimum of three credit hours each academic year. The duties and responsibilities are fully described in the SUBR *Faculty Handbook*.

Salary/Range: \$89,050 - \$100,000 Previous Incumbent (if replacement)
 Damien Ejigiri

Approved Disapproved M. Williams 9/14/2009
 Department Head Date

Approved Disapproved M. Williams 9/14/2009
 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>AT</u> Cal Id: <u>AT</u> Job Class: <u>2599</u>	
<u>E. Williams</u>	<u>9/18/09</u>
Verified By:	Date:

Approved Disapproved F. Williams 9/18/09
 Vice Chancellor Date

Approved

Disapproved

Ky. Long
Chancellor/Vice President

9/16/07

Date

Approved

Disapproved

President
An Equal Opportunity Employer

Date

2009 SEP 17 PM 4:30

UNIVERSITY
RESOURCES

Posted
9-18-09
KBY

Vacancy Announcement System (VAS) Position Vacancy Announcement Request

Date: 09/11/2009 Department: Office of Academic Affairs

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: September 30, 2009 Date position to be filled: ASAP

Position Title: Dean, Nelson Mandela School of Public Policy and Urban Affairs Civil Service Pay Level: November 1, 2009

Salary (annual): _____ or Salary Range: \$89,050 to \$100,000

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

FOR HR USE ONLY:
CS Job Code:

UNIVERSITY
HUMAN RESOURCES
2009 SEP 17 PM 4:30

Contact Person: Office of Human Resources Telephone No: 225-771-2680

Contact Email Address: (insert) HR@Subr.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

The duties of the deans are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student academic needs; recommend, plan, and manage activities of the departments/divisions under their supervision; ensure the timely completion of university-wide tasks within their colleges/schools (e.g. grade submission, attendance verification, and faculty load reporting) make recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for their colleges or schools; and, after consultation with their faculties, make recommendations on personnel matters relating to the members of the staff under their direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. Deans are expected to teach a minimum of three credit hours each academic year. The duties and responsibilities are fully described in the SUBR *Faculty Handbook*.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

- Candidates must meet the following qualifications:
- Hold an earned terminal degree (Ph.D. or equivalent)
 - Appointment at the rank of Professor with tenure in one of the departments or programs in the college or school or a cognate area.
 - Demonstrated accomplishments in leadership, administration, fund raising and research.

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

This is an "agency only" search.

Applicants should submit the following to the Office of Human Resources, Southern University and A&M College, first Floor J.S. Clark Hall Annex, P.O. Box 10400, Baton Rouge, LA 700813 or by email: (insert address): hr@subr.edu

- Cover letter
- Statement summarizing accomplishments in leadership, administration, fund raising and research.
- Curriculum vitae

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

2009 SEP 17 PM 4:30
SOUTHERN UNIVERSITY
HUMAN RESOURCES



Home > Jobs > Jobs > Dean

Jobs: Dean

Position	Dean
AID	
Department	Nelson Mandela School of Public Policy and Urban Affairs
Site	Southern University Baton Rouge
Status	Full-Time
Filled	No
Active	Yes
ContactName	Office of Human Resources
ContactPhone	225-771-2680
ContactEmail	hr@subr.edu
Category	Administrative/Faculty
DatePosted	September 18, 2009
DateNeeded	November 1, 2009
Deadline	10/1/2009
DateRetired	

Description

The duties of the deans are to advise the chancellor, through the chief academic affairs officer, on personnel, financial and student academic needs; recommend, plan and manage activities of the departments/divisions under their supervision; ensure the timely completion of university-wide tasks within their colleges/schools (e.g. grade submission, attendance verification, and faculty load reporting); make recommendations and decisions to maintain accreditation and high academic and research standards applicable to their colleges/schools; ensure that the students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for their colleges or schools; and after consultation with their faculties, make recommendations on personnel matters relating to the members of the staff under their direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. Deans are expected to teach a minimum of three credit hours each academic year. The duties and responsibilities are fully described in the *SUBR Faculty Handbook*.

Qualifications

This is an "AGENCY ONLY" search and candidates must meet the following qualifications:

- Hold an earned terminal degree (Ph.D. or equivalent))
- Appointment at the rank of Professor with tenure in one of the departments or programs in the college or school or a cognate area.
- Demonstrated accomplishments in leadership, administration, fund raising and research.

Applicant should submit a cover letter, statement summarizing accomplishments in leadership, administration, fund raising and research and a curriculum vitae to the

Office of Human Resources
Southern University and A&M College
J.S. Clark Annex, 1st Floor
P.O. Box 10400
Baton Rouge, LA 70813
or by email to hr@subr.edu

Salary \$89,000 - \$100,000

Created at 9/18/2009 9:54 AM by Kretrice Joseph
Last modified at 9/18/2009 9:54 AM by Kretrice Joseph

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 X OTHER

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

RECEIVED
JUN - 1 2010
Personnel Affairs

Previous Employee Mary D. Minter Reason Left Retired
 Date Left 05/31/2010 Salary Paid \$95,000/00

Profile of Person Recommended

Length of Employment 07/01/10 To 06/30/11
 Effective Date 07/01/2010
 Name Dr. Louise Kaltenbaugh SS# xxx-xx-1872 Sex Female Race _____
 Position Title: Interim Dean Department: College of Education & Human Development

RECEIVED
JUN 01 2010
VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

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 41 Southern University Experience 22
 Degree(s): Type/Discipline (BA-Education): Ph.D., Admin. Higher Education Institution/Location (SU-Baton Rouge): University of New Orleans Year: 1993
M.A., English Literature University of New Orleans 1970
B.A., English University of New Orleans 1968

Current Employer _____

Personnel Action

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

Recommended Salary \$90,000.00 Salary Budgeted \$90,000.00

Source of Funds _____

Identify Budget: 2-10403 Location 2-10403
 Form Code: _____ Page 11 Item # 337

Change of: From _____ To _____
 Position Director of Alternative Certification/Assoc. Prof. Interim Dean, College of Education & Human Dev.
 Status Associate Professor Associate Professor
 Salary Adjustment \$62,500.00 \$90,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
2-10403	\$62,500.00

*See Reverse Side

Comments: (Use back of form)

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

Supervisor HA Jue 06-01-10 Date
 Dean/Unit Head HA Jue 06-01-10 Date
 Vice Chancellor HA Jue 06-01-10 Date
 Chancellor WEP 20 6/19/10 Date
 Director/Personnel Handy 6/3/10 Date
 Vice President/Finance Date
 Business Affairs/Comptroller
 President WOD 6/1/10 Date
 Chairman/S.U. Board of Supervisors Date
6/1/10

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: M - F 8:00 a.m. - 5:00 p.m. - on call 24 hours
EMPLOYEE DIRECT SUPERVISOR: Dr. David S. Adegboye
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	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE JUN 01 2010 BY: <i>[Signature]</i> ADMINISTRATION & FINANCE
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)
- 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)

RECEIVED
MAY 25 2010
SUS SUBR SULAC SUAREC SUNO SUSLA
OFFICE OF THE CHANCELLOR
510

SOUTHERN UNIVERSITY- BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Interim Dean of Education & Human Development
BE AUTHORIZED AS A VACANCY FOR College of Education & Human Development
(Department or Other Unit)

RECEIVED
MAY 25 2010
SUNO: HUMAN RESOURCE

RECEIVED
MAY 24 2010
Academic Affairs

- 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).

Requesting permission to replace retiring Dean of Education and Human Development with an Interim Dean.

RECEIVED
MAY 25 2010
VICE CHANCELLOR FOR
ADMINISTRATION & FINANCE

Budget Code : 2-10403

Salary/Range: \$90,000.00

Approved Disapproved HA Twa 05-22-10
Department Head Date
 Approved Disapproved HA Twa 05-22-10
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
 Yes No
 Job Code: _____ Cal Id: _____ Job Class: _____
 Verified By: _____ Date: _____

Approved Disapproved HA Twa 05-22-10
Vice Chancellor Date
 Approved Disapproved Wick Co 6/4/10
Chancellor/Vice President Date
 Approved Disapproved _____
President Date

An Equal Opportunity Employer

WDD
5/25/10

R 5/25/10

[Signature]
Rec 7/14/2005

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	226002
-----------------	--------

RECEIVED

CAMPUS: SUS 2010 JUN 18 PM 4:44 SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT VP/DEPT. & BUSINESS AFFAIRS & COMPTROLLER 9 MONTH _____ 12-MONTH _____ OTHER _____ (Specify) _____

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

RECEIVED
MAY 26 2010
OFFICE OF THE CHANCELLOR

Previous Employee: N/A Reason Left: N/A
Date Left: 5/18/2010 Salary Paid: 69,634.00

Profile of Person Recommended

Length of Employment 5/18/2010 To 6/30/2010
Effective Date 5/18/2010

Name Suman Moudgil (Suman Tony Moudgil) XXX-KX-4441 Sex M Race* _____
(Last 4 digits only)

Position Title: Associate V/C for Facilities Operations Department: Finance & Administration

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 30 Southern University Experience 30
Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____

Current Employer Southern University - Finance + Administration

Personnel Action

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

Recommended Salary \$6,876.12 Salary Budgeted \$6,876.12

Source of Funds State

Identify Budget: _____ 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:

Source of Funds	Amount
2-10701	\$69,634.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] Supervisor _____ Date _____
[Signature] Vice Chancellor _____ Date 5/13/10
[Signature] Director/Personnel _____ Date _____
[Signature] President _____ Date 6/30/10

[Signature] Dean/Unit Head _____ Date _____
[Signature] Chancellor _____ Date 5/27/10
[Signature] Vice President/Finance _____ Date 6/25/10
Business Affairs/Comptroller _____ Date _____
Chairman/S.U. Board _____ Date _____
of Supervisors _____ Date _____

RECEIVED
SOUTHERN UNIVERSITY
HUMAN RESOURCES
2010 APR 19 PM 12:36

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:

8:00 A.M. - 5:00 P.M.

EMPLOYEE DIRECT SUPERVISOR:

Flandus McClinton

SUPERVISOR/DEPARTMENT CONTACT NUMBER

(225) 771-5021

NUMBER OF EMPLOYEES SUPERVISED, (If any)

6

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Time	Expires
By	
MAY 25 2010	
OFFICE CHAIR/ELDER FOR FINANCE & ADMINISTRATION	

RECEIVED
SUBR/BUDGET OFFICE
2010 MAY 19 PM 1:29

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

2-10701-1002
5/29/10
GRANTS • CONTRACTS SECTION

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

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

Name of Employee: Suman Moudgil SSN: xxx-xx-4441

Address: 236 Charter Ridge Ct., Baton Rouge, LA 70810 Phone: 22-752-0952

Title: Associate V/C for Facilities Operations **RECEIVED** Highest Degree: Masters - Econ

Birth Date: 6/05/1950 MAY 26 2010

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 30th

EFFECTIVE DATE OF LEAVE: 5/18/10 ANTICIPATED RETURN DATE: 6/23/10

Purpose of leave Requested (click one):

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

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

- a. with pay
- b. without pay _____

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 4 weeks

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

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

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

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

5/19/10
DATE

Suman Moudgil
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: December, 2008
Purpose of Last Leave: Visited Family Overseas

TYPE OF LAST LEAVE:

With pay Amount: \$6,876.12
Without Pay _____
Length of last leave: _____

[Signature]
Signature of Chairperson

Signature of College Dean

Signature of Chief Academic Officer

[Signature]
Signature of Campus Chancellor

[Signature]
Signature of System President

DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

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 HUMAN RESOURCES
 2010 MAY 19 AM 11:41

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	2	0	2	0	4
-----------------	---	---	---	---	---	---

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CAMPUS: SUS SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____
 VP/FINANCE & BUSINESS AFFAIRS & CONTROLLER
 EMPLOYMENT: MONTH _____ 12-MONTH _____ OTHER X (Specify) 9 weeks
 _____ 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 Cynthia D. Reynaud Reason Left Medical Leave
 Date Left May 16, 2010 Salary Paid \$49,950.00

Profile of Person Recommended

Length of Employment May 17, 2010 To July 23, 2010
 Effective Date May 17, 2010

Name Cynthia D. Reynaud SS# xxx-xx-5960 Sex F Race* W
 (Last 4 digits only)

Position Title: Asst. Director for Institutional Research Department: Planning, Assessment & Institutional Res.

Check One X 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 44.5 Southern University Experience 10.5
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BS (General Studies) Louisiana State University 1990
MA (Sociology) Louisiana State University 1995

Current Employer _____

Personnel Action

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

Recommended Salary 9285.40 Salary Budgeted \$49,950.00

Source of Funds _____

Identify Budget: 10120 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:

Source of Funds	Amount
	\$49,950.00

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

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

Supervisor: [Signature] Date: 5/8/10
 Vice Chancellor: [Signature] Date: 5/20/10
 Director/Personnel: [Signature] Date: 5/12/10
 President: [Signature] Date: 5/10/10
 Dean/Off. Head: [Signature] Date: _____
 Chancellor: [Signature] Date: 5/20/10
 Vice President/Finance: [Signature] Date: 5/25/10
 Business Affairs/Comptroller: [Signature] Date: _____

Chairman/S.U. Board of Supervisors _____ Date _____

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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 will be on medical leave for this period of time.

REGULAR WORK SCHEDULE: 8:00 a.m. to 5:00 p.m.

DIRECT SUPERVISOR: Dr. Jacqueline Howard-Matthews

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-2360

NUMBER OF EMPLOYEES SUPERVISED, (if any): 2

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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 and budget head)
- 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

Approved 5.25.10

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

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

Name of Employee: Cynthia D Reynaud SSN: XXX-XX-5960

Address: 6698 Hooper Road, Baton Rouge, LA 70811 Phone: 225-356-2331

Title: Assistant Director Planning, Assessment & Inst. Res. Highest Degree: MA

Birth Date: 07/26/1951

NO. OF CONSECUTIVE FISCAL YEARS ACTIVE SERVICE AT THIS INSTITUTION: 10.5

EFFECTIVE DATE OF LEAVE: 5/17/1-2010 ANTICIPATED RETURN DATE: 7/26/2010

Purpose of leave Requested (click one):

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

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 HUMAN RESOURCES
 2010 MAY 11 PM 2:44

*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) 9

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

Two surgical procedures May 24, and June 2, 2010

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

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

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

5/4/10
DATE

Cynthia D Reynaud
SIGNATURE OF APPLICANT

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

Date of Last Leave: _____

Purpose of Last Leave: _____

TYPE OF LAST LEAVE:

With pay _____ Amount: _____

Without Pay _____

Length of last leave: _____ hours

J. Herb Mark
Signature of Chairperson

Mark J. Dwyer
Signature of College Dean

Mark J. Dwyer
Signature of Chief Academic Officer

[Signature]
Signature of Campus Chancellor

[Signature]
Signature of System President

DATE

DATE

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date