

PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)

Friday, September 21, 2012

Board of Supervisors' Meeting Room
2nd Floor, J.S. Clark Administration Building
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. Appointment of Interim Dean of Graduate School, SUBR
 - B. Appointment of Visiting Professor, SUBR
 - C. Interim Appointments; Salary Adjustments, SUBR
 - Interim Executive Vice Chancellor/Provost & Tenured Professor of Nursing
 - Interim Associate Executive Vice Chancellor/Provost & Director of Honors College
6. Other Business
7. Adjournment

MEMBERS

Atty. Warren A. Forstall – Chair; Mr. Patrick W. Bell- Vice Chair;
Mr. Calvin W. Braxton, Sr., Atty. Tony M. Clayton, Atty. Bridget A. Dinvaux
Mr. Marc A. Guichard, Mr. Willie E. Hendricks, Dr. Eamon M. Kelly, Mrs. Ann A. Smith
Mr. Darren G. Mire - Ex Officio

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	3	6
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C/Salary & Title & Dept.

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input checked="" 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 (Grant)	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

RECEIVED
SEP 06 2012
OFFICE OF THE CHANCELLOR

Previous Employee Dr. Mwalimu Shujaa Reason Left Accepted deanship at SUNO
Date Left 08/03/2012 Salary Paid 97,000

Profile of Person Recommended

Length of Employment 13 August 2012 To 12/31/12
Effective Date 13 August 2012

Name Doze Y. Butler SS# _____ Sex F Race* B
(Last 4 digits only)

Position Title: Interim Dean Department: Graduate School

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

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

Years Experience 32.0 Southern University Experience 12.0
Degree(s): Type/Discipline (BA-Education): Ph.D. - Clothing & Merchandising Institution/Location (SU-Baton Rouge): Texas Woman's University Year: 1992
MBA - Management & Marketing Texas A&M - Corpus Christi 2000
M.Ed - Administration & Supervision Northeast Louisiana University (ULM) 1981
B.S. Home Ec. Clothing & Text. SU - Baton Rouge - 1979
Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted \$105,000

Source of Funds State

Identify Budget: 2301 Location Graduate School
Form Code: J1 Page 1 Item # 1

Change of: From To
Position Interim Dean, CAFCS Interim Dean, Graduate School
Status _____
Salary Adjustment \$95,000 \$105,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
2111	\$95,000

Comments: (Use back of form)

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

<u>Janet Ramifha</u> 8/15/12 Supervisor Date	<u>Janet Ramifha</u> 8/15/12 Dean/Unit Head Date
<u>Janet Ramifha</u> 8/15/12 Vice Chancellor Date	<u>Janet Ramifha</u> 8/15/12 Chancellor Date
<u>[Signature]</u> 9.9.12 Director/Personnel Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller Date
<u>[Signature]</u> President Date	<u>[Signature]</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: Effective 8/13/12, Dr. Butler will serve as Interim Dean of Graduate Studies. She is replacing Dr. Mwalimu Shujaa who transferred to SUNO on Aug. 3, 2012.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00-5:00p.m.
EMPLOYEE DIRECT SUPERVISOR: Dr. Janet Rami
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5390
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

RECEIVED

SEP 05 2012 4:41

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

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 SYSTEM BUDGET OFFICE
211001-22301-41002-24100
SEP 05 2012
FUNDS AVAILABLE

JOB CLASS <u>28000</u>	SOUTHERN UNIVERSITY SYSTEM		
JOB CODE <u>FM</u>	Personnel Action Form		POSITION NUMBER <u>2F9863</u>
CAL ID	RECEIVED		

CAMPUS: SUS SUBR X 3:36 SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Wede Brownell Reason Left Resigned

Date Left 05/16/2010 Salary Paid 97,000

Profile of Person Recommended

Length of Employment August 15, 2012 To May 15, 2013

Effective Date August 15, 2012

Name Joseph B. Omonuk SS# xxx-xx-5271 Sex M Race* B

Position Title: Visiting Professor Department: Accounting

Check One X Existing Position *Visa Type (See Reverse Side): H-1B

New Position Expiration Date: 8/7/15

(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 years Southern University Experience 1 year:

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
PHD	<u>Accounting</u>	<u>Louisiana State University- Baton Rouge</u>	<u>2007</u>
MBA	<u>Accounting & Finance</u>	<u>Makerere University, Kampala</u>	<u>1997</u>
B.S	<u>Accounting</u>	<u>Makerere University, Kampala</u>	<u>1990</u>

Current Employer American University of Nigeria

Personnel Action

Check One New Appointment Continuation Sabbatical Leave Absence

Transfer X Replacement Other (Specify)

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds STATE BUDGET

Identify Budget: 2205 Location _____

Form Code: 211001-22205-6003-2000 Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
2205	\$120,000.00

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

Supervisor Janet Pemisha Date 6/5/12

Vice Chancellor _____ Date _____

Director/Personnel _____ Date _____

President [Signature] Date _____

Dean/Unit Head _____ Date 6/5/12

Chancellor _____ Date _____

Vice President/Finance _____ Date _____

Business Affairs/Comptroller _____

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

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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. Omonuk will teach accounting courses in the School of Accountancy and the MBA Program at the College of Business as a tenure-track Associate Professor. His salary will be \$120,000.00

contingent upon availability of funds

EMPLOYEE REGULAR WORK SCHEDULE: Based on the class schedule and office hours
EMPLOYEE DIRECT SUPERVISOR: Mary Alice Darby
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5923
NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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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	X US	
Resident Alien	RA	
<u>H-1 Visa (Distinguished Merit & Ability)</u>	<u>H1-B</u>	<u>8/7/15</u>
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

AUG 23 2012

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

- PAF APPROVAL PROCESS CHECKLIST** (Must have the information outlined below):
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
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 - Authority to Release (signed by employee) (submitted to 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)

APF

2012 AUG 23 AM 10:22

211001-22205-61003-21000

AUG 22 2012

Y. Jones
FUNDS AVAILABLE

CURRICULUM VITAE

JOSEPH B. OMONUK, Ph.D., FCCA

Mailing address: School of Business and Entrepreneurship, American University of Nigeria, Lamido Zubairu Way, Yola by-pass, PMB.2250 Yola, Adamawa State, Nigeria
E-mail: joseph.omonuk@aun.edu.ng
omonuk@yahoo.com
Phone: +234 807 740 0577 (Nigeria)

SUMMARY OF PROFILE

Dr. Joseph Ben Omonuk is both academically and professionally qualified in the discipline of Accounting. He received his Ph.D degree in Accounting from Louisiana State University, USA. He qualified as a Professional Accountant by passing Association of Chartered Certified Accountants (ACCA), UK exams. He is a fellow (senior member) of ACCA. Dr. Omonuk has a vast experience in academia and accounting practice. He is currently an Associate Professor of Accounting and Chair/Coordinator of the Accounting Unit at the American University of Nigeria and a member of the University Senate. He served as a faculty member at Southern University, Baton Rouge, Louisiana, USA and Makerere University, Kampala, Uganda. At Makerere University, he was Chair/Head Department of Accounting and a member of the University Senate. He received a certificate of recognition for exemplary service to the Makerere University Senate and is a recipient of awards for excellent teaching. Besides academia, Dr. Omonuk has practiced accounting. He was Head of Finance/Accounts Department in a Government Ministry. He has also been a World Bank Consultant in Financial Management and Accountability Program.

PERSONAL PROFILE

Full Name:	Joseph B. OMONUK
Date of Birth:	June 20 th 1966
Nationality	Ugandan
Sex	Male
Civil Status	Married

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

- American Accounting Association (AAA)
- Association of Chartered Certified Accountants (ACCA), UK
- Beta Gamma Sigma Honor Society

- ix. Dec.1998: Management conference in Swaziland Organized by University of Swaziland.

AWARDS/RECOGNITION

- Teaching excellence award, American University of Nigeria
- Exxon Mobil scholarship and membership to Beta Gamma Sigma honor society owing to excellent academic performance.
- Academic excellence on MBA voted best student and awarded cash prize and memento.
- Best lecturer, Makerere University Business School, Kampala.
- Certificate of recognition for exemplary service to the Makerere University Senate.
- USAID Scholarship for PhD studies
- DANIDA Scholarship for MBA studies

LANGUAGES

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Kiswahili	Fair	Good	Good

REFERENCES

- 1 Dr. Craig Pearce
The Dean School of Business and Entrepreneurship,
American University of Nigeria
e-mail: craig.pearce@aun.edu.ng
- 2 Dr. Donald R. Andrews
The Dean College of Business
Southern University,
Baton Rouge, LA 70813.
e-mail: jazandrews@yahoo.com
- 3 Simon Peter Tukei
Commisioner, Ministry of Education and Sports
P.O Box 7063 Kampala, Uganda
e-mail: tukeisimonpeter@yahoo.com

CERTIFICATION

I certify that to the best of my knowledge and beliefs, the afore-mentioned information correctly describes my qualifications and experience.

JOB CLASS	23710
JOB CODE	M
CAL ID	U

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC 26 PM 3:12 SUNO _____ SUSLA _____

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

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

Previous Employee Mwalimu J. Shujaa Reason Left Transferred to another position
 Date Left September 30, 2011 Salary Paid 175,000

Profile of Person Recommended

Length of Employment July 1, 2012 To 12/31/12
 Effective Date July 1, 2012

Name Janet Rami SS# 7108 Sex F Race* B

Position Title: Interim Executive Vice Chancellor/Provost & Tenured Professor of Nursing Department: Academic Affairs

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

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

Years Experience	Southern University Experience		<u>27</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BSN/Nursing</u>	<u>Dillard University/New Orleans, LA</u>	<u>1978</u>
	<u>MS/Nursing</u>	<u>University of Southern Mississippi</u>	<u>1979</u>
	<u>PhD/Nursing</u>	<u>Louisiana State University/Baton Rouge, LA</u>	<u>1992</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 170,000 Salary Budgeted 175,000

Source of Funds State

Identify Budget: 111000 2002 61002 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position _____ From _____ To _____
 Status _____
 Salary Adjustment 155,000 _____ 170,000 _____

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>[Signature]</u> Supervisor	<u>7/19/12</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>7/19/12</u> Date
<u>[Signature]</u> Vice Chancellor	<u>7/20/2010</u> Date	<u>[Signature]</u> Chancellor	<u>7/19/12</u> Date
<u>[Signature]</u> Director/Personnel	<u>7/24/12</u> Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	_____ Date
<u>[Signature]</u> President	_____ Date	<u>[Signature]</u> Chairman/S.U. Board of Supervisors	_____ Date

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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.

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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. Ella L. Kelley is being appointed as the Interim Assist Executive Vice Chancellor/Provost for Academic and Student Affairs and remains as Interim Dean of Honors College.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 A.M.-5:00 P.M. Monday-Friday

EMPLOYEE DIRECT SUPERVISOR: Dr. Janet Rami

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2360

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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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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- 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	22010
JOB CODE	M
CAL ID	4

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
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RECEIVED

CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC 2012 JUL 26 PM 3:12 SUNO _____ SUSLA _____

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

X 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 Same Reason Left Continuation
 Date Left _____ Salary Paid _____

RECEIVED
 JUL 18 2012
 OFFICE OF THE CHANCELLOR

Profile of Person Recommended

Length of Employment 7/01/2012 To 12/31/12
 Effective Date 7/01/2012

Name Ella L. Kelley SS# xxx-xx-8700 Sex F Race* B
 Position Title: Interim Assoc. Exec VC/Provost & Director of Honors Department: Academic Affairs
College

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 27 Southern University Experience 27

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D. - Bio-Chemistry	Louisiana State University	1983
	M.S. - Bio-Chemistry	Southern University and A&M College	1977
	B.S. - Chemistry	Northeastern University	1975

Current Employer SU-Baton Rouge

Personnel Action

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

Recommended Salary 120,000 Salary Budgeted 120,000

Source of Funds Academic Affairs

Identify Budget: 111000 2002 61002 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment 102,997 _____ 120,000

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 _____ Date <u>7/19/12</u>	Dean/Unit Head _____ Date <u>7/19/12</u>
Vice Chancellor _____ Date <u>7/20/12</u>	Chancellor _____ Date <u>7/19/12</u>
Director/Personnel _____ Date _____	Vice President/Finance _____ Business Affairs/Comptroller _____
President _____ Date <u>7/24/12</u>	Chairman/S.U. Board of Supervisors _____ Date _____

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Hispanic or Latino Non-Hispanic or Non-Latino

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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:

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

EMPLOYEE DIRECT SUPERVISOR: Chancellor, James Llorens

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5020

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

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

September 5, 2012

Dr. Ronald Mason, Jr., President
Southern University System
J. S. Clark Adm. Bldg.
Baton Rouge, LA 70813

Dear President Mason:

Enclosed are items to be included on the Board's agenda for its September meeting.

- **The Chancellor's Report**
- **Personnel Action Forms for:**
 - △ Interim Provost and Executive Vice
 - △ Interim Associate Provost
 - △ Interim Dean of Graduate Studies

Recommendations for tenure and promotion were submitted previously, and we are requesting that this item is also placed on the Board's agenda for action.

Thank you.

Sincerely,

James L. Llorens
Chancellor, SUBR

JLL/swm

xc: Mrs. Evola Bates
Ms. Cheryl Dunn