

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

APPOINTMENT FORM FOR UNCLASSIFIED PERSONNEL
_____ (Date of Submission)

The following appointment is being recommended for your approval:

FAMILY NAME FIRST NAME MIDDLE NAME DATE OF BIRTH SOCIAL SECURITY NO.

RECOMMENDED RANK/TITLE DEPARTMENT NAME AND NUMBER

FULL-TIME _____ OR PART-TIME (INDICATE %)

EFFECTIVE DATE OF APPOINTMENT _____ IF TEMPORARY APPOINTMENT,
INDICATE LENGTH OF APPOINTMENT: FROM _____ TO _____

SALARY _____ INDICATE IF ACADEMIC YEAR _____; SEMESTER _____;
ANNUAL _____; MONTHLY _____; OTHER SALARY BASE _____

OTHER COMMENTS ABOUT SALARY _____

IF FUNDING IS NOT FROM DEPARTMENTAL BUDGET, IDENTIFY SOURCE AND/OR RESTRICTED
ACCOUNT: R- _____ ADJUNCT FUNDS _____

UNIVERSITY COLLEGE FUNDS _____ OTHER _____

IDENTIFY BUDGET POSITION (NEW OR REPLACEMENT-SUBMIT NAME OF POSITION LISTED IN
BUDGET)

EDUCATION DEGREES:

Degree Date University Major Area

SAMPLE ONLY
Do Not Use

DEGREE DESIGNATIONS (BUDGETARY PURPOSES): (B; M; M+1; M+2; ABD; D)

TOTAL YEARS OF FULL-TIME TEACHING EXPERIENCE (EXCLUDING G.A.):

OF THE TOTAL, LIST NUMBER OF YEARS AT USL _____; OTHER _____

TOTAL YEARS OF OTHER PROFESSIONAL-RELATED EXPERIENCE:

OF THE TOTAL, LIST NUMBER OF YEARS AT USL _____; OTHER _____

LIST RECENT APPOINTMENTS:

Years Employer

IF EMPLOYED PREVIOUSLY AT USL, INDICATE LAST DATE OF EMPLOYMENT AND DEPARTMENT:

SPECIFY TENURE PROBATIONARY PERIOD

EEO NUMBER

CURRENT ADDRESS

(SEE REVERSE SIDE FOR APPROVAL SIGNATURES)

PLEASE REFRAIN FROM PUTTING PEOPLE TO WORK UNTIL APPROVAL HAS BEEN OBTAINED FROM ALL APPROPRIATE PARTIES INDICATED BELOW.

RECOMMENDATION OF EMPLOYMENT SUBMITTED BY

TITLE _____ DATE _____
EQUAL EMPLOYMENT OPPORTUNITIES PROCEDURE APPROVAL

APPROVED BY _____ DATE _____
EEO OFFICER

FOR INSTRUCTIONAL POSITION, DOES CANDIDATE MEET THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE LEVEL ONLY _____; UNDERGRADUATE/GRADUATE LEVEL
; OTHER _____
PENDING THE RECEIPT OF AN OFFICIAL TRANSCRIPT BY

APPROVED BY _____ DATE _____
DIRECTOR, ACADEMIC PLANNING AND FACULTY DEVELOPMENT

APPROVED BY _____ DATE _____

TITLE

APPROVED BY _____ DATE _____

VICE PRESIDENT FOR

APPROVED BY _____ DATE _____
PRESIDENT

Tenure Review Code

First Digit: 0 - 1976 Tenure System
1 - Old Tenure System
Second Digit: 0 - Not on Tenure Track
1 - on Tenure Track
3 - Tenured
Third Digit: Semester of Tenure Review
1 - Fall Semester
2 - Spring Semester
3 - Summer Session

Fourth and Fifth Digits: Year of Tenure Review

CC: Above Listed Administrators
Vice President for Business and Finance

PERSONNEL ACTION APPROVED

DATE INITIAL

PERSONNEL

PAYROLL

MASTER FILE

BOARD

November, 1999