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

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

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

6. Other Business

7. Adjournment

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

**Length of Employment**: August 16, 2010 to May 10, 2011

**Effective Date**: August 16, 2010

**Name**: Laura Marie Douresseaux

**SS#**: xxx-xx-1649

**Sex**: Female

**Race**: Black

**Position Title**: Assistant Professor

**Department**: Health Information Management Program

**Current Employer**: LSU Healthcare Network, New Orleans, LA

## Personnel Action

**Check One**: X New Appointment

**Recommended Salary**: $75,000

**Salary Budgeted**: $75,000

**Source of Funds**: State

**Identify Budget**: General

**Page**: 2-10146

**Location**: 2-10146

**Item #**: 2-10146

### Position

**From**: 

**To**: 

**Status**: 

**Salary Adjustment**: 

### Budget Officer

**Date**: 6-30-10

**Amount**: 

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
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<tbody>
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</tbody>
</table>
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

X _____ 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 Philippines, 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 will work schedule class hours, and will have eight (8) hours of office.

(Contingent Upon Availability of Funds)

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

EMPLOYEE DIRECT SUPERVISOR:

NUMBER OF EMPLOYEES SUPERVISED, (if any)

0

HR USE ONLY: STATUS (circle one):

EXEMPLARY  NON-EXEMPLARY

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 to them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring at least 10 ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/1-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODES EXPIRES

US
RA
H-1
J-1
F-1
F-1

FUND AVAILABLE

JUL 01, 2010

BY: ADMINISTRATION & FINANCE

Do Not Write Below This Area

For Human Resource And Budgetary Control Use Only!

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Pre-Employment Application Form (Civil Service Application for classified employees)
- Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- Exemptions Survey Form
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)
SOUTHERN UNIVERSITY- BATON ROUGE, LA 70813

REQUEST THAT THE POSITION
BE AUTHORIZED AS A VACANCY FOR

Assistant Professor, Tenure-track
Health Information Management Systems
(Department or Other Unit)

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

*requires the approval of System President

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

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

Budget Code: 2-10146

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

Approved □ Disapproved □

Department Head

Approved □ Disapproved □

Dean/Director/Supervisor of Budget Unit

COMPTROLLER’S OFFICE ONLY
Funds Available

Yes □ No □

Signature

Date

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

Job Code: Cal Id: Job Class:

Approved □ Disapproved □

Vice Chancellor

Approved □ Disapproved □

Chancellor/Vice President

Approved □ Disapproved □

An Equal Opportunity Employer

3/16/10
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

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

X Academic ◆ Non-Academic
Temporary ◆ Part-Time (% of Full Time)
Tenured ◆ Undergraduate Student

Tenured Track ◆ Graduate Assistant
Other (Specify) ◆ Retiree Return To Work

Previous Employee N/A Reason Left
Date Left
Salary Paid

Profile of Person Recommended

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

Effective Date August 16, 2010

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

Position Title: Assistant Professor Department: Business Entrepreneurship

Check One ____ Existing Position
X New Position

Expiration Date: JUN 21 2010

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

Years Experience 15

Degree(s): Type/Discipline (BA-Education):
PhD - Business Admin., Marketing
MBA - Finance, Minor: Marketing
BA - Economics

Southern University Experience
Institution/Location (SU-Baton Rouge):
Tulane University-A.B. Freeman School of Business 1982
Tulane University-A.B. Freeman School of Business 1966
University of Maryland at College Park

Current Employer N/A

Personnel Action

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

Recommended Salary $65,000 Salary Budgeted

Source of Funds General

Identify Budget: State BR-10 Page
Location 2-10422 Item # 13 4A

Change of:
From
To

Position
Status
Salary Adjustment

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Source of Funds Amount

Graduate School signature (if, applicable):

Date: 6/3/10

Dean/Unit Head

Date: 6/3/10

Chancellor

Date: 7/1/10

Vice President/Finance
Business Affairs/Comptroller

Date: 7/1/10

Chairman/S.U. Board
Of Supervisor

Date: 7/1/10

BUDGET OFFICER: Date

President

Date: 6/2-5/10
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

**ETHNIC ORIGIN (Please check one):**
- Hispanic or Latino
- Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**
- [X] 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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- 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 recognitions.

**COMMENTS:**
Contingent Upon Availability of Funds

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

**EMPLOYEE DIRECT SUPERVISOR:**
Dr. Frank Martin

**NUMBER OF EMPLOYEES SUPERVISED, (if any):**
0

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

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**CLASS OF EMPLOYMENT (VISA STATUS):**

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**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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- [ ] Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- [ ] Exemptions Survey Form
- [ ] Proposed Employee Appointment
- [ ] Proposed Employee Clearance
- [ ] Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)
SOUTHERN UNIVERSITY- BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION BE AUTHORIZED AS A VACANCY FOR

- Assistant Professor
- Business Entrepreneurship
- Department of Other Unit

☐ Replacement  ☑ New Position*  ☐ Unclassified  ☑ Tenured
☐ Civil Service  ☐ Temporary  ☐ Faculty  ☐ 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).

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

Budget Code: 2-10422

Salary/Range: $85,000-$100,000

☑ Approved  ☐ Disapproved

Department Head

批准  反对

☑ Approved  ☐ Disapproved

Date

COMPTROLLER'S OFFICE ONLY
Funds Available

☐ Yes  ☐ No

Signature  Date

Budget Number

☑ Approved  ☐ Disapproved

Vice Chancellor

☑ Approved  ☐ Disapproved

Chancellor/Vice President

☑ Approved  ☐ Disapproved

President

An Equal Opportunity Employer

3/4/10

Rev: 7/13/2005
SOUTHERN UNIVERSITY SYSTEM  
Personnel Action Form

CAMPUS: SUS ___  SUBR ___  SULAC ___  SUAREC ___  SUNO ___  SUSL ___

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

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

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

Profile of Person Recommended

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

Effective Date:  August 16, 2010
Name:  Muhammad Z. Miah
SS# xxx-xx-
Sex: M  Date of Birth: __________

Position Title: Assistant Professor
Department: Management Information Systems

Check One: 
X Existing Position

*Visa Type (See Reverse Side) F-1 ___
Expiration Date:  12/31/2010

Position:  Assistant Professor

Years Experience: 6 years
Southern University Experience: 0 years

Degree(s):  
Type/Discipline (BA-Education):  
PhD - Computer Science
MBA - Computer Information Systems
MS - Computer & Information Science
Institution/Location (SU-Baton Rouge):
University of Texas at Arlington, TX
Quinipia University, Connecticut
University of New Haven, CT

Current Employer: University of North Carolina at Chapel Hill

Personnel Action

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

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

Source of Funds: General
Identify Budget:  80R - 10
Form Code:  2-10423  Page 1  Item # #35

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

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Source of Funds  Amount

Supervisor:  
Date:  6/25/10

Dean/Unit Head:  
Date:  7/1/10

Vice Chancellor:  
Date:  6/24/10

Chancellor:  
Date:  7/1/10

Director/Personnel:  
Date:  7/12/10

Business Affairs/Controller:
Date:  7/17/10

President:  
Date:  7/21/10

Chairman/S.U. Board Of Supervisor:  
Date:  7/25/10

BUDGET OFFICER:  
DATE:  8-25-10
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHNIC ORIGIN (Please check one):
- Hispanic or Latino
- Non-Hispanic or Non-Latino

RACE (Please check all that apply):
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COMMENTS: (Contingent Upon Availability of Funds)

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

EMPLOYEE DIRECT SUPERVISOR:
Dr. Adnan Omar

NUMBER OF EMPLOYEES SUPERVISED, (if any)
0

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

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/4-94. 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):

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- [ ] Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

FUNDST AVAILABLE
JUN 25 2010
ADMINISTRATION & FINANCE

Rev. 6/30/2005
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION BE AUTHORIZED AS A VACANCY FOR

Assistant Professor

(SUNTHUMAN RESOURCE)

(Replacement) Replacement
(Civil Service) Civil Service
(Tenured) Tenured

New Position* New Position
(Temporary) Temporary
(Faculty) Faculty
(Provisional) Provisional

Unclassified

(For Faculty this is same as tenure track)

Source of Funds

[ ] Grant
[ ] Contract
[ ] "%" OME
[ ] System Revenue
[ ] Agency Funding Stream

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

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

Budget Code: -10428
Salary/Range: $65,000 - $75,000

Approved Disapproved

Department Head

Date

Approved Disapproved

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

Vice Chancellor

Date

Approved Disapproved

Chancellor/Vice President

Date

Approved Disapproved

President

Date

An Equal Opportunity Employer

3/10/10

5/10/10

Rev. 7/10/2005
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

EMPLOYMENT CATEGORY: 9-MONTH ___ 12-MONTH ___ OTHER (Specify) ___
- Academic ___ Non-Academic ___
- Temporary ___ Part-Time ( % of Full Time) ___
- Tenured ___ Undergraduate Student ___
- Tenured Track ___ Graduate Assistant ___
- Other (Specify) ___ Retiree Return To Work ___

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

Profile of Person Recommended

Length of Employment: July 1, 2010 To June 30, 2011
Effective Date: July 1, 2010
Name: Gilda Davis
SS# 111-11- 5384
Sex: Female Race: Black
Position Title: Registrar
Department: Registrar's Office

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

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

Years Experience: 35
Southern University Experience: 35
Year: 1995

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

Current Employer: Southern University at New Orleans

Personnel Action

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

Recommended Salary: $52,453.00
Salary Budgeted: $52,453.00

Source of Funds: State
Identify Budget: General Fund
Form Code: BOR 10
Location: 12
Page: 12
Item #: 359

Change of:
Position: From Interim Registrar
To Registrar
Status: Salary Adjustment: $52,453

Financial Aid signature (if applicable):
List total funds currently paid this employee by Southern University:

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

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

Supervisor: Date 07-07-10
Vice Chancellor: Date 07-07-10
Director/Personnel: Date 7/1/10
President: Date 7/7/10
Dean/Unit Head: Date 07-07-10
Chancellor: Date 07-07-10
Vice President/Finance: Date 7/1/10
Business Affairs/Comptroller: Date 7/1/10
Chairman/S. U. Board: Date 7/7/10

Budget Officer: Date 7/7/10

Accounting & Comptroller: Date 7/7/10

Net: 7/7/10
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 peoples of Europe, North Africa, or the Middle East.

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

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

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

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

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

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

EMPLOYEE DIRECT SUPERVISOR: Dr. David S. Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5

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

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

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<td>United States Citizen/Certificate of Naturalization</td>
<td></td>
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<tr>
<td>Resident Alien</td>
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<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
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<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
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<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
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<tr>
<td>OPT (F-1 Visa-INS Prior Approval-&quot;Practical Work Experience&quot;)</td>
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</tbody>
</table>

Funds Available

For Human Resource And Budgetary Control Use Only!

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

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Pre-Employment Application Form (Civil Service Application for classified employees)

Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)

Exemptions Survey Form

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION
BE AUTHORIZED AS A VACANCY FOR

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

SELECT SOURCE OF FUNDS
- State
- Grant - By Aid
- System Revenue
- Agency Fund
- State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

Requesting permission to hire a permanent Registrar.

Budget Code: 2-10504
Salary/Range: $50,000 - $55,000

Approved  Disapproved

Department Head
03-17-10

Approved  Disapproved

Dean/Director/Supervisor of Budget Unit
03-17-10

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: 03-17-10

Approved  Disapproved

Vice Chancellor
03-17-10

Approved  Disapproved

Chancellor/Vice President
3/3/10

Approved  Disapproved

President

An Equal Opportunity Employer

L. M. D. 3/15/10
Rev 7/15/2005
SOUTHERN UNIVERSITY LAW CENTER  
Post Office Box 9294  
Baton Rouge, Louisiana 70813-9294

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

July 13, 2010

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

Re: Tenure and Promotion Recommendations

Dear Dr. Mason:

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

All of these professors have been instrumental in helping us achieve our most recent ABA accreditation reaffirmation, as well as making it possible for us to move toward establishing membership in the Association of American Law Schools. They have added tremendous value to our Law Center’s program of legal education and have earned an additional two-year appointment under the long-term contract recommendations of ABA Standards 405(d).
I, therefore, ask that you join me and the Law Center’s Faculty Appointment, Retention, Promotion and Tenure Committee, in recommending to the Board of Supervisors that Professors Angela Allen-Bell, Wendy Shea, and Tracy Woods, be granted a two-year contract as Assistant Professors of Legal Analysis and Writing.

Sincerely,

Freddie Pitcher, Jr.
Chancellor and Professor of Law
SULC
Office of Academic & Student Affairs  
P.O. Box 9820  
Baton Rouge, Louisiana 70813

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

July 8, 2010

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

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

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

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

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

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

We are recommending that Dr. Delpit be appointed initially as our first Felton Grandison Clark Professor. She would be an untenured full professor with a college-wide appointment. She would be evaluated for tenure during the third year of her appointment. She would have limited teaching
responsibilities, with additional responsibilities coordinating professional development and curricular
development efforts in the SULS and in the CoE in consultation with SULS director and under the
direction of the dean of the CoE.

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

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

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

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

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

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

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

LISA D. DELPIT

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

EDUCATION

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

Harvard University, Cambridge, MA

Antioch College, Yellow Springs, Ohio

PROFESSIONAL EXPERIENCE

Professor, Florida International University, Department of Educational Leadership and Policy Studies, Miami, FL July 2002-Present
  Responsible for teaching, service and scholarship.

Executive Director/Eminent Scholar of the Center for Urban Education & Innovation, College of Education, Florida International University, July 2002 – Present
  Responsible for developing, seeking funds for, and administering programs related to pursuing social justice, equity, and academic excellence in Florida, the nation, and internationally, particularly for poor communities and communities of color. Programs have included the following:

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

Benjamin E. Mays Chairholder of Urban Educational Leadership, Georgia State University, Atlanta, GA
October 1994-July 2002
Responsible for teaching, service, scholarship, and developing programs related to fostering leadership in urban education in Georgia, the nation, and internationally. Responsible for teaching undergraduate and graduate courses in literacy and language development, teacher education, action research and urban education; joint appointments, Department of Middle, Secondary Education and Instructional Technology and Educational Policy Studies.

Founder and Director, Center for Urban Educational Excellence, Georgia State University, Atlanta, GA
October 1994-July 2002
Responsible for developing, seeking funds for, and administering the following programs of the CUEE, and creating collaborative links with local school districts and the GSU community.
• The Peachtree Urban Writing Project
• The Urban Atlanta Coalition Compact
• The Urban Teacher Leadership Program
• The Metropolitan Atlanta Partnership for Visual Arts and Learning Project
• The African American Think Tank on Education
• The 100 Black Men 100 Academy
• The Summer Writing Institute for Students
• The Benjamin E. Mays Lecture Series
• City-Wide Readers
• Educational Expo

Site Coordinator, Urban Sites Writing Network, Baltimore, MD
Responsible for administration and teacher support in this national project which has established teacher-as-research inquiry groups in seven cities focusing on literacy instruction.

Senior Research Associate, Institute for Urban Research, Morgan State University, Baltimore, MD. October 1988-October 1994
Headed education component of the research institute responsible for planning, policy, and research support for the Baltimore area.

Associate Professor, School of Education, Michigan State University, Lansing, MI. September 1988-June 1991
Responsible for consulting, service, and research for the Division of Teacher Education.

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

PROFESSIONAL EXPERIENCE (continued)

Assistant Professor of Reading, Language, and Literacy, College of Human and Rural Development, University of Alaska, Fairbanks, Alaska. September 1984-June 1988
   Responsible for teaching undergraduate and graduate courses in literacy and language development, teacher education, and multicultural education; conducting related research; and providing consulting assistance to rural and urban schools.

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

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

Program Administrator and Evaluator, EARTHWATCH, Inc., Belmont, MA. October 1981-January 1982
   Administered Rockefeller Foundation-funded program, placing minority young people in international research projects and assisted in evaluation of program.

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

Co-Director, Teacher Training Program, University of Massachusetts, Boston, MA. December 1979-August 1981
   Responsible for administration, instruction, and field supervision of teacher trainees.

Guest Faculty, Cleveland State University, Cleveland, Ohio. Summer 1981
   Instructor for Speech and Hearing Summer Workshops, "The Role of Sociolinguistics in the Classroom," including such topics as analyzing teacher talk; identifying classroom routines; clarifying the relationship of speech to writing; and reading as a social activity.

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

Consultant, Roxbury Community College, Boston, MA. July 1980-March 1981
   Edited, organized, and assisted in writing Self-Study Report required for the College's accreditation.

Supervisor, Louisiana State Department of Education, Baton Rouge, LA. December 1977-July 1979
   Monitored the federally funded Title I programs in 15 school systems as to the quality of instructional programs and evaluation design, and the adherence to federal regulations.

Lecturer, Antioch College, Philadephia, PA. September 1976-June 1979
   Conducted classes and workshops for undergraduate education students in curriculum design and the teaching of reading.
PROFESSIONAL EXPERIENCE (continued)

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

Teacher and Administrative Assistant, Durham Child Development Center, Philadelphia, PA. September 1972-December 1977
Taught grades pre-Kindergarten - 3 in this urban, alternative, culturally diverse school setting. Initiated new projects such as cross-age tutoring, team teaching, and special needs program.

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

RESEARCH PROJECTS

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

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

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

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

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

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


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

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


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

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


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

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

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


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

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

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


PUBLICATIONS

Books


Books (continued)


Other Publications


Other Publications (continued)

Delpit, L. Interview, Teaching Tolerance, 1998


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

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


VITA: Lisa Delpit

Other Publications (continued)


**SELECTED PAPERS, SEMINARS, LECTURES, AND PRESENTATIONS**

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

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

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

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

Keynote Speaker, 20th Annual Conference on Infusion of Culture and History into School Content, Indianapolis Public Schools, 2007
SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

Hampshire College, Inaugural Speaker, Race and Education Series, 2007
Keynote Speaker, National Conference, Southeastern Association of Educational Opportunity Program Personnel, Virginia Beach, 2007
Invited Panelist, Special Roundtable of Progressive Educators, “The Link Between Quality Education as a Civil Right and the Progressive Education Movement,” University of Colorado, Boulder, 2007
Keynote address, Alliance for Quality Urban Education Symposium, American University, Washington, D.C., 2007
Convener, National Coalition for Quality Education in New Orleans, Community Conference, 2006
Cooper Lecture, University of New York, Binghamton, NY, 2006
Keynote Speaker, Trinational Coalition in Defense of Public Education Conference, Oaxaca, Mexico, 2006
Keynote Address, New Jersey Writing Project, 2006
Keynote Address, Urban Sites Conference, Panasonic Foundation, Colorado Springs, CO, 2006
Panelist, “Understanding Educational Equity and Excellence at Scale,” Annenberg Institute for School Reform Form, Providence, RI, 2006
Keynote Address, Holmes Partnership, Chicago, IL, 2006
Faculty seminars and public lecture, Swarthmore College, 2006
Presenter, American Educational Research Association, 2006
Lecturer, Race, Culture, Identity and Achievement Lecture Series, Simmons College, Boston, MA
Keynote, MDCPS Leadership Conference, Dec. 4, 2004
Keynote, LASER Conference, San Diego, CA, April 17, 2005
“Urban Education and Research Issues in Miami,” LASER Think Tank, Miami Florida. May 13, 2005
“Touched by Their Fire, Burned by Their Brilliance: Educating Those Schools Have Left Behind,” Keynote, Adelaide Festival of Ideas, Adelaide, Australia, July 8, 2005
SELECTED PAPERS, SEMINARS, LECTURES, AND PRESENTATIONS (continued)

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

“Do Minority Students Need Minority Teachers?” National Public Radio, December 9, 2004
Keynote Speaker, K-12 Faculty work-day, Charlotteville, VA, 1999
AERA, Montreal, Canada, 1999:
• Chair, “Creating Educational Excellence for Economically Disenfranchised African American Students: The Role of Research in School Reform,” Symposium
• Chair/Discussant, “Race, Research and Reform.
• Discussant, “Negotiating Across Race and Culture: Collaborative Teacher Research in an Urban Classroom
Keynote Address, Association of Teacher Educators, San Antonio, TX, August, 1999
Keynote Address, The Coalition of Essential Schools National Conference, Atlanta, GA, 1999
Guest Lecturer, Educational Salon hosted by Dr. Maxine Greene, Teachers College, Columbia University, New York, NY, January, 1997
Boisi Lecturer, University of Boston, March, 1997
Lecturer, Distinguished Author Series, Harvard University Principal’s Center, Cambridge, MA, 1997
Guest Lecturer, Department of Applied English Studies, University of Witswatersrand, Johannesburg, South Africa, June, 1997
Invited Lecturer, “Distinguished Educators Series,” joint sponsorship of Louisiana State University, southern University, and the East Baton Rouge Parish School District, April, 1997
Workshop leader, Adult Literacy Educators, Durban, South Africa, June, 1997
Lecturer, University of Durban, Westville, Durban, South Africa, June, 1997
Seminar leader, Organization for Anti-Racist Education, Cape Town, South Africa, June, 1997
Distinguished Lecturer, the Van Adel Institute for Superintendents and Principals, Holland, MI, August, 1997
Keynote Speaker, Milwaukee comprehensive Regional Assistance Center Consortium, Region VI, Title I, 1997
SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

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

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

Eighth Annual Benjamin E. Mays Lecturer, 1996

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

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

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

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

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

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

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


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

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

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


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

SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)


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


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


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


SELECTED PAPERS, SEMINARS, LECTURES AND PRESENTATIONS (continued)

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

COMMUNITY AND PROFESSIONAL ACTIVITIES

Founder, National Coalition for Quality Education in New Orleans, 2006
Co-Sponsor and Developer, Conference on Education for Liberation, Georgia State University, 1999

Memberships on Editorial Boards:
- Journal of Educational Policy
- Research in the Teaching of English
- Journal for the Education of Students Placed at Risk
- Popular Education: Teaching for Social Justice (Book Series)
- Journal of Urban Education
COMMUNITY AND PROFESSIONS ACTIVITIES (continued)

- New Frontiers in Urban Education (Book Series)
- 47th Annual National Reading Conference Yearbook

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

Other Community Involvement

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

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

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


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

Co-Chair, Commission on Teacher Education for Teachers of Urban, Rural, and Suburban Students of Color, National Council for Teachers of English, 1992-3.

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

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

Consultant, Common Destiny Alliance, Vanderbilt University, present.

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

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

Co-Chair, African and African-American Curriculum Infusion Committee for Baltimore City Public Schools, 1992-94.
COMMUNITY AND PROFESSIONS ACTIVITIES (continued)

Member, National Assessment of Educational Progress (NAEP) Reading Assessment Planning Committee, 1990.
Member, Multicultural Advisory Committee, Educational Testing Service, 1990-93.
Member, Advisory Board, Center for Collaborative Education, New York, present.
Research support, National Black Child Development Institute, Baltimore Chapter, 1990-91.
Member, International Reading Association, present.
Member, Phi Delta Kappa, present.
Member, National Council for the Teaching of English, present.
Member, American Educational Research Association, present.
Member, Tomorrow's Schools Steering Committee, Holmes Group, 1988-1990.
Keynote speaker at the 32nd Annual Conference of the Alaska State Branch of the National Education Association, Anchorage, AK, 1985.
Elected Union Representative, Philadelphia Federation of Teachers, 1975 and 1976.
GRANTS AND CONTRACTS FOR FUNDED PROJECTS AND RESEARCH
(2004-2007)

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

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

The Children’s Trust Grant Award to support the Familiy Literacy and Arts Project ($350,349)

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

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

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

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

(1994-2000)

UPS Foundation ($450,000)

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

The Rich Foundation ($5,000)

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

The National Writing Project ($63,000)

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

The Spencer Foundation ($50,000)

Rotary Club of Atlanta ($15,000)

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

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

Hank Aaron Chasing the Dream Foundation ($2,011)
GRANTS AND CONTRACTS FOR FUNDED PROJECTS AND RESEARCH (continued)

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

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

HONORS AND AWARDS

Martin Luther King Service Award, Florida International University, 2006
Delta Kappa Phi Laureate Award, 2004
Antioch College Horace Mann Humanity Award, 2003
Distinguished Lecturer, Dewitt-Wallace Reader’s Digest Award, 2003
AACTE Advocates of Justice Award, 2002
Children’s Television Network’s first annual Sunny Days Award for Outstanding Contributions to Young Children, 1998

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

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

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

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

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

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

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


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

HONORS AND AWARDS (continued)

Outstanding Young Woman of America, 1981


JOB CLASS: SOUTHERN UNIVERSITY SYSTEM
JOB CODE: Personnel Action Form
CAL ID: RECEIVED

CAMPUS: SUS SUBR X SUAREC — SURO — SUSLA

EMPLOYMENT CATEGORY: Academic
Non-Academic
Temporary
Tenured
Tenured Track
Other (Specify)

ACADEMIC / BUSINESS AFFAIRS & CONTROLLER

Previous Employee: Mark Trepagnier
Date Left: 11/1/09
Reason Left: New Position

Salary Paid: $71,540

Profile of Person Recommended

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

Name: Linda Carr
SS#: xxx-xx-0540
Sex: F
Race*: Black

Position Title: Interim Internal Auditor Director
Department: Internal Auditor

Check One: X Existing Position

New Position

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

Yrs Experience: 17
Southern University Experience: 17

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

Current Employer: Southern University

Personnel Action

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

Recommended Salary: $58,000.00
Salary Budgeted: $58,000.00

Source of Funds: State
Identify Budget: 10112
Location: Interim Internal Auditor Director

Change of:
Form Code: Page 1
From: Staff Auditor
To: Interim Internal Auditor Director

Salary Adjustment: $48,000.00
Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor
Date: 1/1/11

Dean/Unit Head
Date: 5/14/13

Vice Chancellor
Date: 6/14/10

Director/Personnel
Date: 6/14/10

President
Date: 6/14/10

Chairman/S. U. Board of Supervisors
Date: 6/14/10
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 peoples of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

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

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee, receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H-1B and J-1 visas, passport, and F-1/2/3/4. 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):

<table>
<thead>
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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 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

2/12/2002

2/11/2002

Revt 07-24-2007
July 9, 2010

To: Ronald Mason, Jr., President, Southern University System

From: Kofi Lomotey, Chancellor

Re: Request to waive announcement of position

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

Thank you for your consideration of this request.

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

**Personnel Action Form**

**Position Number**

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

**EMPLOYMENT CATEGORY:**
- Academic
- Temporary
- Tenured
- Tenured Track
- Other (Specify)

**ACADEMIC AFFAIRS**

**Name:** Julie Wessinger
**SSN:** xxx-xx-3935
**Race:** B
**Position Title:** Assistant Vice Chancellor for Student Affairs
**Department:** Academic and Student Affairs

**Effective Date:** August 1, 2010
**To:** June 30, 2011

**Profile of Person Recommended**

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

**Check One**
- Existing Position
- New Position

**Years Experience:** 26
**Southern University Experience:** 24

**Degree(s):**
- Type/Discipline (BA-Education):
- B.S. Business Administration
- B.A. Business Management

**Current Employer:** Southern University

**Personnel Action**

**Check One**
- New Appointment
- Continuation
- Sabbatical
- Leave of Absence
- No Longer Interim

**Recommended Salary:** $80,000.00
**Salary Budgeted:** $80,000.00

**Source of Funds:** State

**Identify Budget:** 10503
**Location:** Academic & Student Affairs
**Item #:**

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

**Salary Adjustment**

**Financial Aid signature (if, applicable):**

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

**Source of Funds**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10503</td>
<td>$80,000.00</td>
</tr>
</tbody>
</table>

**Comments:** (Use back of form)

**Supervisor**

**Dean/Unit Head**

**Vice President/Finance**

**Chairman/S.U. Board of Supervisors**

**Date**

7/9/2010

7/9/2010

7/12/2010

7/10/2010

7/1/2010
CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

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

- Academic
- Temporary
- Tenured
- Tenured Track
- Other (Specify)

- Non-Academic
- Part-time (% of Full Time)
- Undergraduate Student
- Graduate Assistant
- Retiree Return To Work

Civil Service
Restricted
Job Appointment
Probationary
Permanent Status

Previous Employee: Flandus McClinton
Reason Left:
Salary Left:

Profile of Person Recommended
Length of Employment: July 1, 2010 To June 30, 2011
Effective Date: July 1, 2010
Name: Flandus McClinton
SS#: xxx-xx-6603
Sex: M
Race*: 

Position Title: Vice Chancellor for Finance & Administration
Department: Finance and Administration
Check One: X Existing Position
*Visa Type (See Reverse Side):
Expiration Date:

Years Experience: 39
Southern University Experience: 39
Degree(s): Type/Discipline (BA-Education):
B. S. Accounting
MBA
Certified Public Accountant
Institution/Location (SU-Baton Rouge):
Southern University
Louisiana State University
Year:
1971
1981

Current Employer: Southern University

Personnel Action
Check One: New Appointment
Transfer
Continuation
Replacement
Sabbatical
Other (Specify)
Leave of Absence
Salary Adjustment
Recommended Salary: $127,353
Salary Budgeted: $127,353
Source of Funds: General Fund

Identify Budget:
Form Code:
Location:
Item #

Change of:
From
To
Position
Status
Salary Adjustment: $104,706
Financial Aid signature (if, applicable):
List total funds currently paid this employee by
Southern University:
*See Reverse Side
Comments: (Use back of form)

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

Supervisor: Date: 7/20/10
Dean/Exec Head: Date: 7/20/10
Vice Chancellor: Date: 
Chancellor: Date: 
Director/Personnel: Date: 7/20/10
Vice President/Finance: Date: 
Business Affairs/Comptroller: Date: 
President: Date: 
Chairman/S.U. Board of Supervisors: Date:
This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):
- Hispanic or Latino
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- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

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

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 07/24/2007
July 8, 2010

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

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

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

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

Thank you for your consideration of this request.
Assistant Vice Chancellor for Enrollment Management

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

Responsibilities:

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

Qualifications:
Candidate must possess a master's degree with at least 8 years of experience in admissions or recruiting with at least 5 years experience in a senior level (dean or above) enrollment management role. S/He must demonstrate excellent written and oral communication skills. A commitment to shared governance and a thorough understanding of the enrollment management and student affairs organizational model is highly desirable.
July 8, 2010

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

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

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

Thank your consideration of this request.
July 9, 2010

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

Dear Dr. Lomotey:

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

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

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

All consideration given to the above requests will be appreciated.

Sincerely,

[Signature]
Flandus McClinton, Jr.  
Vice Chancellor for Finance and Administration

☑ Approved  
☐ Denied 

[Signature]
Dr. Kofi Lomotey, Chancellor
Profile of Person Recommended

Length of Employment: July 1, 2010 to June 30, 2011

Name: Evola C. Bates
Position Title: Chief of Staff
Department: Office of the System President

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

Years Experience: 30
Southern University Experience: 0

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

Current Employer: Jackson State University

Personnel Action

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

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

Source of Funds: State - General Fund Direct
Identify Budget: 01-2-10002-1002
Page Location: Office of the System President
Item #

Change of:
From
To

Position
Status
Salary Adjustment

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:
*See Reverse Side
Comments: (Use back of form)

Graduate School signature (if, applicable):

Supervisor: 
Date: 7/1/10

Dean/Unit Head: 
Date: 

Vice Chancellor: 
Date: 7/2/11

Chancellor: 
Date: 7/1/10

Vice President/Finance: 
Date: 

Business Affairs/Comptroller: 
Date: 

Chairman/S-U. Board of Supervisors: 
Date: 

Salary Paid: $90,000
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):**
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- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**COMMENTS:**

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

**EMPLOYEE DIRECT SUPERVISOR:**
- Dr. Ronald Mason, Jr.

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

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

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

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**CLASS OF EMPLOYMENT (VISA STATUS):**

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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**Funds Available**

[Signature]

[Date]

[Rev. 6/28/2010]
The Honorable Antonio “Tony” M. Clayton  
CHAIRMAN  
Southern University Board of Supervisors  
4th Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana 70813

Dear Honorable Clayton:

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

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

Sincerely,

[Signature]

Ronald Mason, Jr.  
System President

"An Equal Educational Opportunity Institution"
JOB CLASS: SOUTHERN UNIVERSITY SYSTEM

SUS  X  SUBR  SUSAC  SUAREC  SUNO  SUSLA

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

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

Previous Employee: Tracie J. Woods  Reason Left: Continuation
Date Left:  Salary Paid: $115,000

Profile of Person Recommended

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

Name: Tracie J. Woods, Esq.  SS# XXX-XX-4896  Sex: F  Race: B

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

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

Years Experience: 17  Southern University Experience: 1

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

Current Employer: Southern University Law Center/System

Personnel Action

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

Recommended Salary: $115,000  Salary Budgeted: $115,000

Source of Funds: Inter-Institutional Cost Transfer Budget
Identify Budget: 01-2-10615-1002  Location: Office of the President
Form Code: BOR-10  Page: 12  Item #: 11

Change of:
From: Exec. Counsel to the President/General Counsel & Asst. Prof.
To: General Counsel to the System and Board of Supervisors

Financial Aid signature (if applicable):
List total funds currently paid this employee by
Southern University:  *See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Supervisor:  Dean/Unit Head: 7/1/10
Vice Chancellor:  Chancellor: 7/1/10
Director/Personnel:  Vice President/Finance: 7/1/10
President:  Chairman/S.U. Board of Supervisors: 7/1/10
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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Ms. Woods will continue to work in the capacity as Asst. Professor for SULC at no charge to SULC.

EMPLOYEE REGULAR WORK SCHEDULE: Monday–Friday 8:00–5:00pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Ronald Mason, System President

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225.771.4680

NUMBER OF EMPLOYEES SUPERVISED, (if any): 

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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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

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_____ Exemptions Survey Form (signed by employee and budget head)

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

_____ Restricted/Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 07/24/2003
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION General Counsel to the System and Board of Supervisors BE AUTHORIZED AS A VACANCY FOR Office of the President

(Replacement or Unit)

Source of Funds

☐ Replacement
☐ Civil Service
☐ Tenured

☐ New Position*
☐ Temporary
☐ Unclassified

☐ Faculty
☐ Probationary (For Faculty this is same as tenure track)

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

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

SEE ATTACHED DUTIES AND RESPONSIBILITIES

Salary/Range: ________________________________

Previous Incumbent (if replacement):

☑ Approved ___ Disapproved ________________________________

Department Head ________________________________

☑ Approved ___ Disapproved ________________________________

Dean/Director/Supervisor of Budget Unit ________________________________

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 ________________________________

Vice Chancellor ________________________________ Date ________________________________

☑ Approved ___ Disapproved ________________________________

Chancellor/Vice President ________________________________ Date ________________________________

☑ Approved ___ Disapproved ________________________________

President ________________________________ Date 7/13/10

An Equal Opportunity Employer

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

Employment Category: 9-Month

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

Position Title: Executive Counsel to the President

Recommended Salary: $120,000
Salary Budgeted: $120,000

Source of Funds: General

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Comments: (Use back of form)

*See Reverse Side

Signature: [Signature]
Date: [Date]

Supervisor

Vice Chancellor

Director/Personnel

President

Dean/Unit Head

Chancellor

Vice President/Finance

Chairman/S.U. Board
of Supervisors

Date

Date

Date

Date
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COMMENTS:

Reports directly to the System President

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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___ Proposed Employee Appointment

___ Proposed Employee Clearance

___ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Rev. 07/24/2007
July 12, 2010

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

Dear Dr. Mason,

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

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

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

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

Sincerely,

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

KF/

7.13.10
SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

Position Number

Campus: SUS X SUBR SULAC SUAREC SUNO SUSLA

Employment Category: 9-MONTH 12-MONTH X OTHER X (Specify) Overload

Academic X Non-Academic
Temporary
Tenured
Tenured Track
Other (Specify)

Civil Service
Restricted
Job Appointment
Probationary
Permanent Status

Previous Employee: Preston DeJean
Reason Left: Resigned
Date Left: September 30, 2006
Salary Paid: $68,000.00

Profile of Person Recommended
Length of Employment: July 1, 2010
To: June 30, 2011
Effective Date: July 1, 2010

Name: Melva K. Turner, Ph.D.
SS#: xxx-xx-4729
Sex: F
Race*: B

Position Title: Asst. Vice President for Academic & Student Affairs
Department: VP for Academic & Student Affairs

Check One X Existing Position

*Visa Type (See Reverse Side):
Expiration Date:

Check One X New Position

(Years Experience: 12 Southern University Experience: 7)

Degree(s):
Type/Discipline (BA-Education): B.A. - Mass Communication
M.P.A.
Ph.D. - Higher Education

Institution/Location (SU-Baton Rouge):
Grambling State University
Jackson State University

Year: 1999
2001
2008

Current Employer: Southern University System

Personnel Action
Check One X New Appointment

Continuation
Transfer
Replacement

Sabbatical Leave of Absence
X Other (Specify)

Recommended Salary: $80,000.00
Salary Budgeted: $80,000.00

Source of Funds: Inter-Institutional Cost Transfers Budget
Identify Budget: 01-210620
Form Code: BOR-10
Page
Location VP Academic & Student Affairs

Change of:
Position Chief of Staff

From

Status Full-Time
Salary Adjustment $90,000.00

To

Full-Time $80,000.00

Financial Aid signature (if, applicable):
List total funds currently paid this employee by Southern University:
Source of Funds Amount
01-2-10001-1002 $90,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor
Date

Dean/Unit Head
Date

Vice Chancellor
Date

Chancellor
Date

Business Affairs/Comptroller
Date

Chairman/S.U. Board of Supervisors
Date

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

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COMMENTS:

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

EMPLOYEE DIRECT SUPERVISOR: Dr. Kassie Freeman

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-3915

NUMBER OF EMPLOYEES SUPERVISED, (if any):

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

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____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)
SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS X SUBR □ SULAC □ SUAREC □ SUNO □ SUSLA □

*****************************************************************************

POSITION VACANCY AUTHORIZATION
*****************************************************************************

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

☑ 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

*requires the approval of System President

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

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

Salary/Range: Up to $100,000.00 Previous Incumbent (if replacement):
☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

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

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

Vice Chancellor

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

Chancellor-Vice President

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

☑ Approved ___ Disapproved

President

An Equal Opportunity Employer

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form
JUL 30, 2010

CAMPUS: VP/FP
AFFAIRS DEAN, PMAA
EMPLOYMENT CATEGORY: Controller
X 12-MONTH

Previous Employee: Humberto Munoz
Date Left: March 2009
Reason Left: Visa Problems
Salary Paid: $56,118

Profile of Person Recommended

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

Name: Humberto Munoz Barona
ID#: xxx-xx-8541
Sex*: Male
Race*: Hispanic
Department: Mathematics

Position Title: Associate Professor
Position: New Position

Check One: *Visa Type (See Reverse Side):
Existing Position
New Position
Expiration Date: 6/3/2020

Years Experience: 13
Southern University Experience: 2

Degrees(s): Type/Discipline (BA-Education):
BS-Math
MS-Math
PhD-Math

Current Employer:

Personnel Action

Check One: New Appointment
Transfer

Recommended Salary: $56,118
Salary Budgeted: $56,118

Source of Funds: State
Identify Budget: 02-2-10871
Form Code: Page 1

Change of: From

Position
Status
Salary Adjustment

Financial Aid signature (if applicable):

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

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if applicable):

Signed by:
Date

President
Date

Chairman/S.U. Board of Supervisors
Date

Dean/Unit Head
Date
Chancellor
Date
Vice President/Finance
Business Affairs/Controller
Date

Jeffrey Thomas
6/29/10
Signer

Mark J.
6/29/10
Vice Chancellor

Jere Wright
7/2/10
Director/Personnel

Lora
7/13/10
Chancellor

Tara White
7/14/10
Vice President/Finance

Carolyn
7/4/10
President

JUL 3
2010
RECEIVED

SUNO
SUSLA

Civil Service
Restricted
Job Appointment
Permanent Status

OFFICE OF THE CHANCELLOR
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):

X Hispanic or Latino

Non-Hispanic or Non-Latino

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

Contingent Upon Availability of Funds

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

NUMBER OF EMPLOYEES SUPERVISED (if any)

HR USE ONLY: STATUS (Circle one):

EXEMPT

NON-EXEMPT

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CLASS OF EMPLOYMENT:

NAME

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

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FUND AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY

Rev. 8/30/2005
**Profile of Person Recommended**

- **Name:** Celeste B. Wilkinson
- **SS#:** xxx-xx-2311
- **Sex:** F
- **Race:** B
- **Position Title:** Associate Controller
- **Department:** Controller's Office
- **Years Experience:** 33
- **Southern University Experience:** 33
- **Current Employer:** Southern University

**Personnel Action**

- **Recommended Salary:** $65,359.92
- **Salary Budgeted:** $65,359.92
- **Source of Funds:**
  - **Identify Budget:** 02-210718
  - **Location:** 210718
  - **Item #:**

**Financial Aid Signature:**

- **Source of Funds:**
  - **Amount:**

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

**Comments: (Use back of form):**

**Supervisor:**

**President:**

**Chairman/S.T. Board of Supervisors:**
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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:
Medical leave of absence June 18, 2010 through August 14, 2010

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 - 5:00

EMPLOYEE DIRECT SUPERVISOR:

Mark Trepagnier

SUPERVISOR/DEPARTMENT CONTACT NUMBER

3-4552

NUMBER OF EMPLOYEES SUPERVISED, (if any)

14

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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)
REQUEST FOR LEAVE OF ABSENCE FORM
SOUTHERN UNIVERSITY SYSTEM

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

Name of Employee: Celeste H. Wilkinson
SSN: XXX-XX-2311
Address: 11185 Walker Road St. Francisville, LA 70775
Phone: 225-634-1332
Title: Associate Comptroller
Highest Degree: 128 Credit hours
Birth Date: July 28, 1955

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

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

Purpose of Leave Requested (click one):

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

c. Independent Study or Research Statement

d. Military

c. Maternity (Statement from one (1) physician must be attached)

*must be attending physician

TYPE OF LEAVE REQUESTED (check one):

a. with pay X
b. without pay

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

MANNER IN WHICH THIS LEAVE, IF GRANTED, WILL BE SPENT:
Rest and Recuperation after surgery

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

Teacher Retirement Yes X No
State Retirement Yes X No
Group Insurance Yes X No
Elected Supplemental Benefits Yes X No

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

DATE 5-18-2010
SIGNATURE OF APPLICANT

******************************************************************************
PRIOR LEAVE RECORD FROM THIS INSTITUTION:

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

TYPE OF LAST LEAVE:

With pay

Without Pay

Amount:

Length of last leave:

******************************************************************************

Signature of Chairperson

Signature of College Dean

Signature of Chief Academic Officer

Signature of Campus Chancellor

Signature of System President

DATE

******************************************************************************

Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date

Date

******************************************************************************

SUB/GR/DECT OFFICE

RECEIVED JUN 29 2010
Profile of Person Recommended

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

Name Mary L. Abadie
/ss# xxx-xx-6769
Sex F Race B

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

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

Years Experience 32.0
Southern University Experience 16.0

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

Current Employer SUBR/School of Nursing

Personnel Action

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

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

Source of Funds General Funds
Identify Budget: 10878
Form Code: 10878
Location Location
Item # Item #
Change of: From To
Position
Status
Salary Adjustment

Financial Aid signature (if applicable):
List total funds currently paid this employee by
Southern University:
*See Reverse Side

Source of Funds Amount
10878 72,210

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

Graduate School signature (if, applicable):

Supervisor
Dean/Unit Head
Vice Chancellor
Chancellor
Director/Personnel
Vice President/Finance
President
Chairman/S.U. Board of Supervisors
Date
Date
Date
Date
Date
Date
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.
- [x] 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:**
Ms. Abudie is requesting Leave with Pay for the period of 07/01/2010 – 09/28/2010. She is having rotator cuff repair surgery on her left shoulder, rest and recuperation.

Contingent Upon Availability of Funds

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

**EMPLOYEE DIRECT SUPERVISOR:**
Janet S. Rami, PhD, RN

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**
225-771-3266

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**
4 - 16

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Citizen/Certificate of Naturalization</td>
<td>2009 JUN 8</td>
</tr>
<tr>
<td>Resident Alien</td>
<td>JUL 08 2009</td>
</tr>
<tr>
<td>H-1 Visa (Distinguished Merit &amp; Ability)</td>
<td>PM 3:09</td>
</tr>
<tr>
<td>J-1 Visa (Exchange Visitor Program)</td>
<td></td>
</tr>
<tr>
<td>F-1 Visa (Student Emp. FT Student at S.U.)</td>
<td></td>
</tr>
<tr>
<td>OPT (F-1 Visa-INS Prior Approval-&quot;Practical Work Experience&quot;)</td>
<td></td>
</tr>
</tbody>
</table>

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/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)

Rev. 07/24/2007
REQUEST FOR LEAVE OF ABSENCE FROM SOUTHERN UNIVERSITY SYSTEM

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

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

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

Title: ASSISTANT PROFESSOR CLINIC ADMINISTRATOR Highest Degree: MN

Birth Date: 02-02-1951

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

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

Purpose of leave Requested (click one):
   a. Professional or Cultural Improvement (Must have prior approval from Chancellor) X
   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 X
   b. without pay

LENGTH OF LEAVE REQUESTED: (No. of weeks, not to exceed 36 weeks) 12 WKS

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

******************************************************************************

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

Teacher Retirement Yes X No
State Retirement Yes X No
Group Insurance Yes X No
Elected Supplemental Benefits Yes X No

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

6-18-2010
DATE

Mary L. Abadie
Signature of Applicant

******************************************************************************

PRIOR LEAVE RECORD FROM THIS INSTITUTION:

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

TYPE OF LAST LEAVE:

With pay X Amount: $18052.50

Without Pay

Length of last leave: 15 weeks

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

DATE

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Signature of Appropriate Committee Chairperson

Signature of Chairman of the Board

Date