

# **ACADEMIC AFFAIRS**

## **Academic Colleges**

### **Hiring Procedures and Requests for Overload**

**ACADEMIC AFFAIRS - ACADEMIC COLLEGES**  
**HIRING PROCEDURES AND REQUESTS FOR OVERLOAD**

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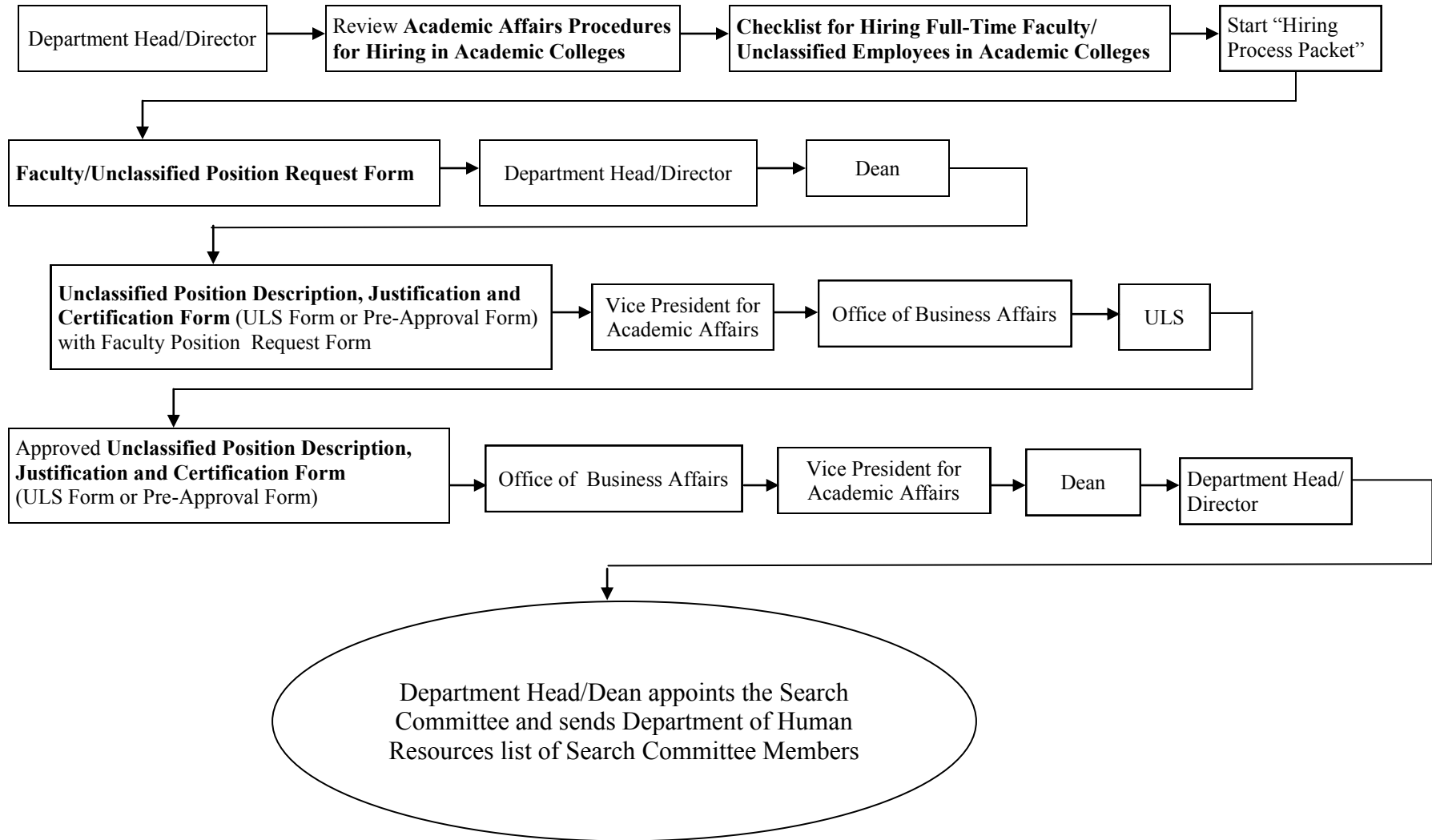
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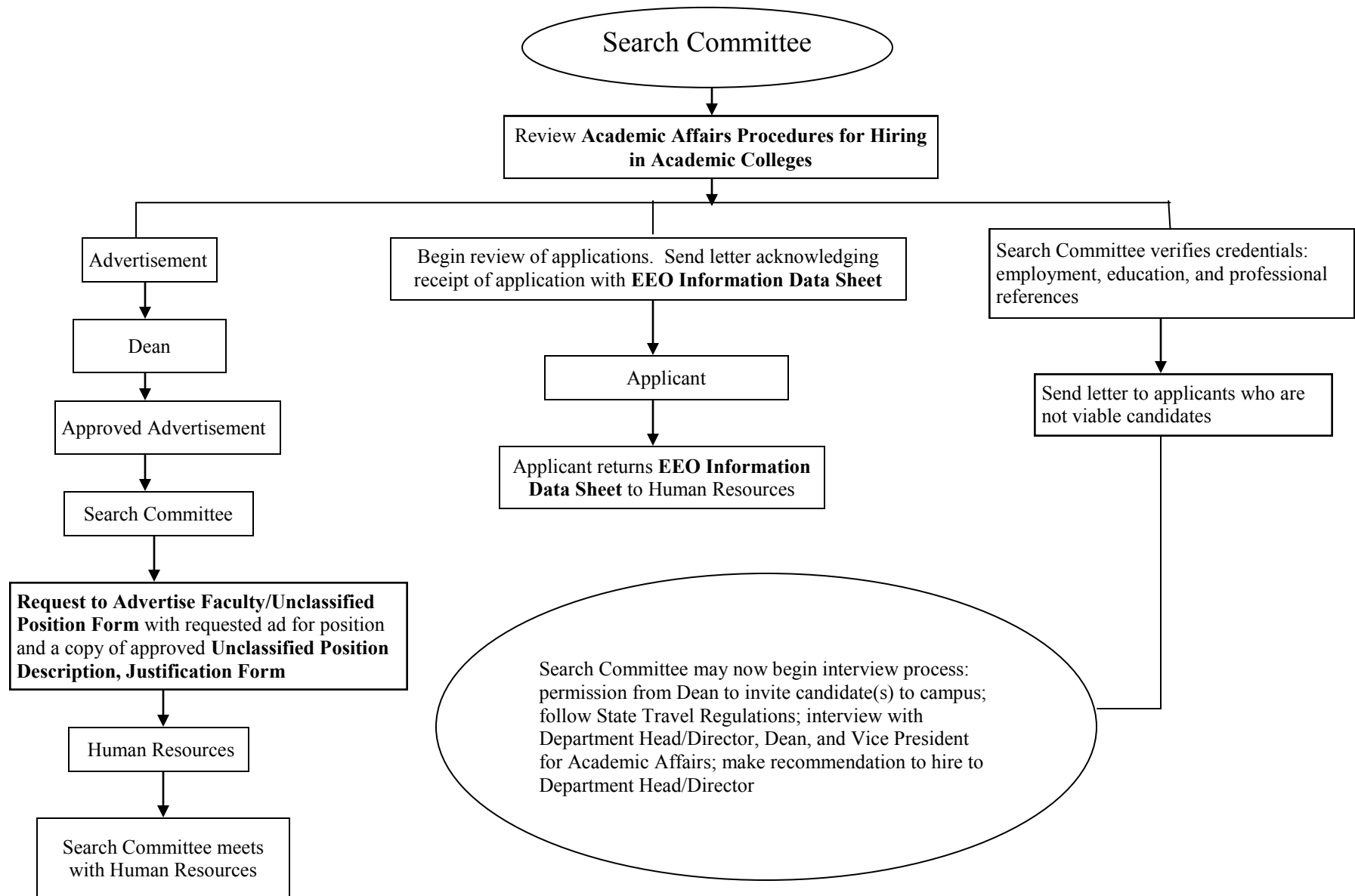
**Hiring Procedures Flowchart  
for  
Full-Time Appointments  
in  
Academic College**

## Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges

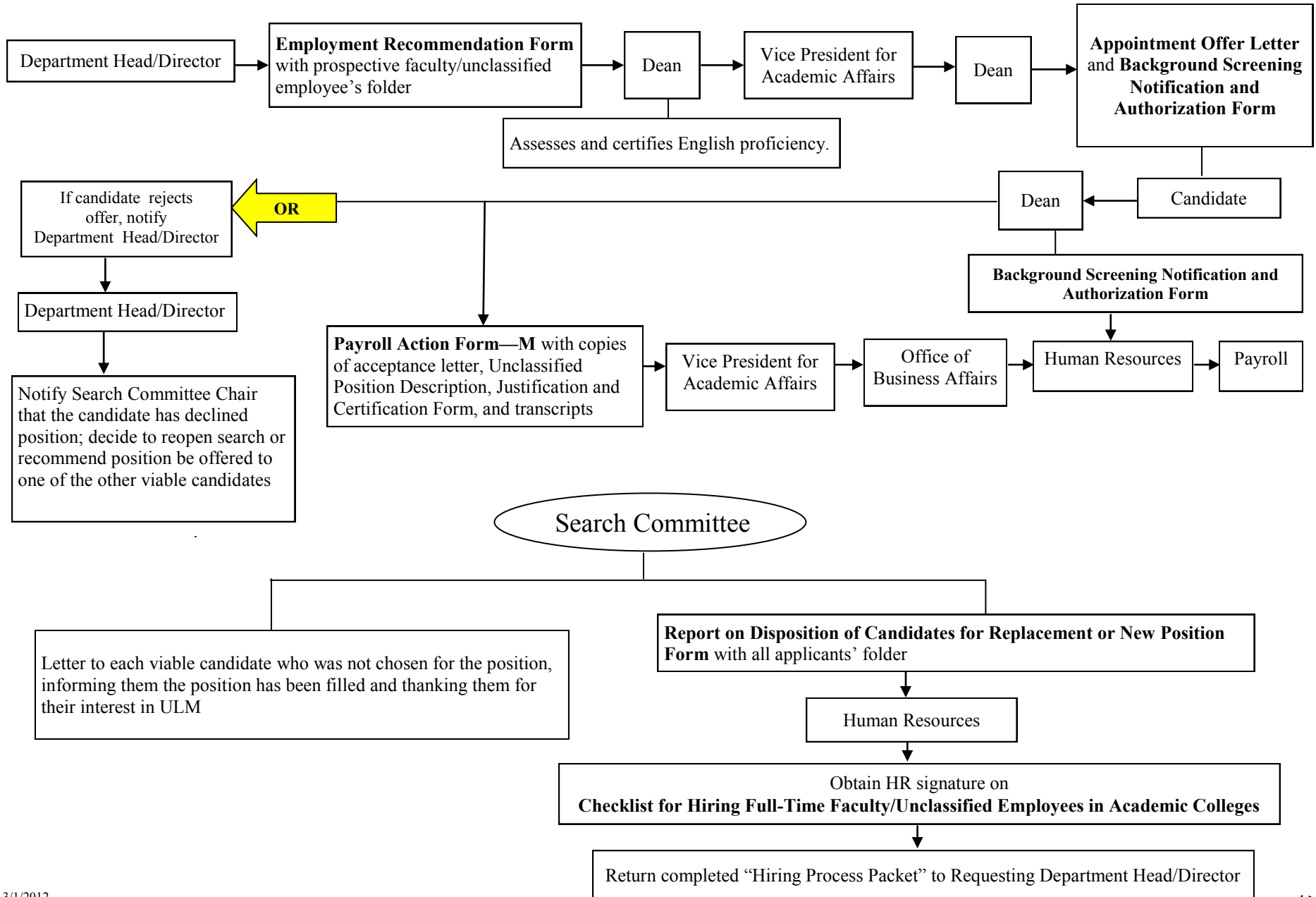


**FLOWCHART**

# Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges



### Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges



**Hiring Procedures for  
Full-Time Appointments in  
Academic Colleges**



**THE UNIVERSITY OF LOUISIANA AT MONROE  
ACADEMIC AFFAIRS**

**Procedures for Hiring Full-time Faculty and Unclassified Employees in Academic Colleges**

**Introduction**

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified employees at the University of Louisiana at Monroe. It is the intent of these procedures to provide as much flexibility to the individual departments as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed will make the process easier.

**Equal Employment Opportunity Policy Statement**

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, genetic information, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. The University's policy allows for sick-leave use for maternity purposes and treats such requests in a manner similar to leave requests for any other temporary disability. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices.

Complaints involving this policy should be made verbally or in writing to any University official, to the employee's immediate supervisor, or to the University's EEO Coordinator. Complaints will be handled in accordance with the University's Anti-Discrimination and Harassment Policy.

**Appointing Authority**

The President of the University of Louisiana at Monroe makes the recommendation for hiring unclassified staff to the Board of Supervisors for the University of Louisiana System. All unclassified administrative staff hold their administrative appointments at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not alter the "at-will" relationship of unclassified staff or constitute an implied nor expressed agreement for continued employment throughout that fiscal year. The personnel appointment documents and approval of positions in the annual budget exist solely for the purpose of fiscal management and reporting.

**Hiring Process**

- A. A need and budgetary support to fill an existing or newly created position is determined by an academic college department head/director/dean.
  - ✓ Department Head/Director reviews the Academic Affairs "Procedures for Hiring in Academic Colleges." These procedures and all necessary forms can be found on a link on the ULM Human Resources website (<http://www.ulm.edu/hr/hiring.html>). These procedures apply to all appointments paid from general funds, grants, chairs, etc.

- ✓ Begin the process with the ***Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges Form*** and start a “Hiring Process Packet” for the position. The checklist is to remain in this packet throughout the entire process. The packet is to be sent to each person/office in the hiring procedure and include the required forms or documentation as instructed in the following procedures.
- ✓ If the Dean wishes to fill an existing position or create a new position in the Dean’s Office, the Dean should follow the Academic Affairs “Procedures for Hiring in Academic Affairs Departments.”

B. The academic college department head/director obtains written permission to fill a vacant position or to create a new position.

- ✓ The department head/director must request written permission from the dean in order to fill a vacant faculty position or to create a new faculty position by completing the ***Faculty/Unclassified Position Request Form*** which includes justification to fill this faculty position, a date to hire, name of current or previous incumbent for an existing position, and proposed beginning salary. This request is sent to the Dean in the “Hiring Process Packet.”
- ✓ The dean should indicate his approval on the ***Faculty/Unclassified Position Request Form*** if he agrees with the request; otherwise, the process stops. If approved, the ***Unclassified Position Description, Justification and Certification Form*** (also referred to as ***ULS Form or Pre-Approval Form***) and any other supporting documents should be prepared by the dean’s office and sent in the “Hiring Process Packet” to the Vice President for Academic Affairs (VPAA) for approval.
- ✓ The VPAA will notify the dean of his decision. If the VPAA approves the request, the VPAA office will forward the request in the “Hiring Process Packet” to the Office of Business Affairs for budgetary notification and approval of the Chief Business Officer (CBO) and the ULM President.
- ✓ The Office of Business Affairs will assign the ULS Control # and submit the request to the University of Louisiana System (ULS).
- ✓ The Office of Business Affairs will send a copy of the approved request indicating the ULS approval control number (pre-approval control number) to the VPAA’s office in the “Hiring Process Packet.” They will also send a copy to the Department of Human Resources and the President’s Office.
- ✓ The VPAA’s office will forward the “Hiring Process Packet” with a copy of the approved Pre-Approval Form to the appropriate dean’s office. This indicates that the position has been approved.
- ✓ The dean’s office will send the “Hiring Process Packet” which contains a copy of the approved Pre-Approval Form to the department head/director. The department head/director will give the “Hiring Process Packet” to the Search Committee Chair.
- ✓ ***Neither advertising nor a search can begin until the form has been approved by the CBO and ULM President and the ULS system control number has been assigned to the form.***

C. The department head/director appoints a search committee and Chair. The department head/director sends the list of the search committee members to the Department of Human Resources.

The search committee is responsible for:

- ✓ Reviewing the Academic Affairs “Procedures for Hiring in Academic Colleges” (<http://www.ulm.edu/hr/hiring.html>).
- ✓ Advertising the position
  - a) The advertisement for the position must be sent to the dean for approval and must include the following statement at the bottom of the advertisement:  
"The University of Louisiana at Monroe is an AA/EEO employer."

- b) After receiving the dean's approval, the search committee:
  - must send a completed ***Request to Advertise Faculty/Unclassified Position Form***, a copy of the ULS approval form, and the advertisement to the Department of Human Resources. The Department of Human Resources will post on the ULM website and notify other ULS institutions.
  - may post advertisements in appropriate publications, subject to departmental or college funds.
  - schedule a meeting with a Human Resources representative.
  
- ✓ Screening applicants
  - a) Send a letter acknowledging receipt of each application. This letter must include a request to complete and return the ***EEO Information Data Sheet*** to the Department of Human Resources.
  - b) Review applications and verify facts such as education, employment (positions held & responsibilities), dates of employment, professional references
  - c) Select viable candidates for position. May conduct telephone interviews in order to screen the applicants for selection of those who will be invited to campus.
  - d) Send letters to applicants who are not viable candidates for the position thanking them for their interest in ULM.
  
- ✓ Arranging to have candidate(s) visit campus
  - a) A written request to the dean for permission to arrange interview. No more than three candidates per vacancy may be brought on campus to interview at the department's/college's expense if funds allow. Additional candidates may be invited for on-campus interviews at the department's/college's expense with the approval of the VPAA. ULM will not reimburse interview expenses (mileage or meals) for current ULM employees interviewing for other campus positions.
  - b) Travel arrangements must follow State Travel Regulations found at the following link (<http://doa.louisiana.gov/osp/travel/traveloffice.htm>)
  - c) Candidates must meet with the department head, dean, and VPAA.
  
- ✓ Applicants' folders
  - a) Folders of all applicants should contain:
    - letter of application
    - curriculum vita
    - transcripts (unofficial transcripts are acceptable at this point)
    - any other supporting materials requested by the search committee
    - letter acknowledging receipt of application
  - b) Folders of applicants not chosen for interview
    - copy of the search committee's letter to applicants not chosen for interview, thanking them for their interest in ULM
  - c) Folders of applicants chosen for interview
    - letters of reference
    - copy of the approved request for permission from the dean to invite candidate(s) to campus.
  - d) Folder of applicant chosen for position
    - Department head's/director's approved request (***Employment Recommendation Form***) to make an offer to a specific candidate

#### D. Recommendation for Employment

- ✓ The search committee makes a recommendation to the department head/director. If the recommendation for employment is different than the approved ULS form (higher salary, different title, etc.), an updated ***Unclassified Position Description, Justification & Certification Form*** must be submitted to the VPAA for approval and processing before approval can be given to employ candidate.
- ✓ The department head/director accesses and certifies English proficiency of the candidate prior to employment. The **Policies and Procedures Memorandum for the Assessment and Certification of Faculty English Proficiency** may be found on the ULM forms page in the Academic Affairs section.
- ✓ The department head/director sends the dean a completed ***Employment Recommendation Form*** in the “Hiring Process Packet” which includes the prospective hire’s credentials and supporting materials.
- ✓ If the dean approves the recommendation, the ***Employment Recommendation Form*** will be signed. The “Hiring Process Packet,” which contains the ***Employment Recommendation Form***, and the prospective hire’s credentials and supporting materials will be sent to the VPAA for approval to hire. If the recommendation is not approved, the dean will indicate such and return the "Hiring Process Packet" to the department head/director.
- ✓ If the VPAA approves the recommendation, the ***Employment Recommendation Form*** will be signed. The "Hiring Process Packet" will be returned to the dean's office. If the recommendation is not approved, the VPAA will indicate such and return the "Hiring Process Packet" to the dean.
- ✓ The Dean will send the prospective faculty member/unclassified employee a letter that offers an appointment to the University, subject to the approval of the University of Louisiana System.
- ✓ The letter should include:
  - ***Background Screening Notification and Authorization Form*** and the statement relative to voiding the offer if a negative background check is received. Request to complete the form will be included in the last paragraph.
  - a fixed acceptance deadline ten business days from the date of the letter
  - a request for official transcripts (if not on file).
  - a statement should be added that informs the prospective faculty member that the first payroll date is the last banking day of September if the appointment is for the fall semester.
- ✓ To accept the position, the faculty member/unclassified employee should sign offer letter, complete and sign the ***Background Screening Notification and Authorization Form***, and return both documents to the dean’s office prior to the acceptance deadline.
- ✓ The dean’s office will send to the Department of Human Resources the signed ***Background Screening Notification and Authorization Form***. The Department of Human Resources will conduct criminal and driving background checks and report back to the dean’s office.
- ✓ The dean’s office will complete a ***Payroll Action Form-M*** for submission to the VPAA’s office, including copies of the acceptance letter and official transcripts. This paperwork is sent in the “Hiring Process Packet” to the VPAA. The VPAA’s Office will make copies of these documents for their file and will forward the original ***Payroll Action Form-M*** and copies of the acceptance letter and official transcripts to the Office of Business Affairs. The VPAA’s Office will return the “Hiring Process Packet” to the dean’s office.

#### **Or**

The dean will notify VPAA and the department head/director that the candidate has declined the position. The department head/director will notify the search committee chair and will decide to reopen the search or to recommend position be offered to one of the other viable candidates.

- ✓ The Office of Business Affairs will include the new appointee with personnel changes for approval at the next ULS Board Meeting. **If the deadline for submitting agenda items to the Board is not met, the new appointee should not begin work until receiving approval permission from the Office of Business Affairs.**
- ✓ The Office of Business Affairs will send Department of Human Resources the *Payroll Action Form – M*, copies of the acceptance letter and transcripts. HR will send the *Payroll Action Form – M* to Payroll.
- ✓ The dean's office will return the “Hiring Process Packet” to the Search Committee Chair.

E. Completing the Search Process

- ✓ Search Committee should send a letter to each viable candidate who was not chosen for the position, informing them that the position has been filled and thanking them for their interest in ULM.
- ✓ When the position has been filled, the chairperson of the search committee should complete the *Report on Disposition of Candidates for Replacement or New Position* form. The form and all applicants' folders should be delivered to the Department of Human Resources. The chairperson should obtain HR signature on the **Checklist** form indicating receipt of credentials and verifying that the **Payroll Action Form – M** on the new employee has been sent to Payroll.
- ✓ The Search Committee Chairperson returns the completed “Hiring Process Packet” to the requesting Department Head/Director. The packet must be retained on file for at least one year and should contain the following:
  1. Completed **Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges Form**
  2. Copy of the **Report on Disposition of Candidates for Replacement or New Position** form
  3. A list of the Search Committee Members

F. New Faculty Orientation

- ✓ Each new faculty member/unclassified employee must contact the Department of Human Resources prior to or on the first day of employment to schedule an appointment to complete the remaining employment forms.
- ✓ Each new faculty member/unclassified employee is scheduled by the Department of Human Resources for the next New Employee Orientation Program.
- ✓ Also, each new faculty member should attend New Faculty Orientation scheduled by Academic Affairs during the fall University Week.
- ✓ Each new faculty member/unclassified employee must complete two forms which can be found on the ULM forms website (<http://www.ulm.edu/forms/>):
  1. *ULM Access Request* form - in the Computing Center section
  2. *(Interactive) Security Access Form (Student Access Request - Student Module)* in the Registrar section

**THE UNIVERSITY OF LOUISIANA AT MONROE**

**HIRING PROCESS PACKET PROCEDURES**

**FULL-TIME FACULTY/UNCLASSIFIED EMPLOYEES IN  
ACADEMIC COLLEGES**

This packet is part of the hiring procedure. It includes the **Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges** form. This checklist is to remain in this packet throughout the entire process. The packet is to be sent to each person/office in the hiring procedure and include the required forms or documentation as instructed in the Academic Affairs “Procedures for Hiring in Academic Colleges” which is a link on the ULM Human Resources website ( [www.ulm.edu/hr/hiring.html](http://www.ulm.edu/hr/hiring.html) ).

When the hiring process is completed, the Search Committee Chair will return this “Hiring Process Packet” to the requesting Department Head/Director. At that time the packet must contain the following:

1. Completed **Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges** form
2. Copy of the **Report on Disposition of Candidates for Replacement or New Position** form
3. A list of the Search Committee Members

Listed below are the forms that are required in the process of hiring full-time faculty/unclassified employees in Academic Colleges. These forms are also a link on the ULM Human Resources website (Academic Affairs “Procedures for Hiring in Academic Colleges”).

**FORMS:**

**Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges** – Department Head/Director begins process with this form.

**Faculty/Unclassified Position Request Form** - Department Head/Director completes this form.

**Unclassified Position Description, Justification and Certification Form (Pre-Approval Form or ULS Form)** - Dean completes this form.

**Request to Advertise Form** - Search Committee Chair completes this form which requires budget unit head signature.

**EEO Information Data Sheet Form** - Applicant completes this form.

**Employment Recommendation Form** - Department Head/Director completes this form.

**Background Screening Notification and Authorization Form** - Applicant completes this form.

**Payroll Action Form – M** - Dean completes this form.

**Report on Disposition of Candidates for Replacement or New Position Form** - Search Committee Chair completes this form.

# **Hiring Procedures for Part-Time Faculty**

**THE UNIVERSITY OF LOUISIANA AT MONROE  
ACADEMIC AFFAIRS**

**Procedures for Hiring Part-time Faculty In Academic Colleges**

Part-time faculty -TBE (To Be Employed – employed by semester/session) are recommended by the Dean to the Vice President for Academic Affairs (VPAA) for approval and are paid from the PT/OL line in the college budget. A tentative ***PTOL Summary Form*** of PT/OL expenses should be electronically submitted to the VPAA two weeks prior to the start of the semester and the final ***PTOL Summary Form*** one week after the start of classes. The Dean is to submit the tentative ***PTOL Summary Form*** and the final ***PTOL Summary Form*** to [sewell@ulm.edu](mailto:sewell@ulm.edu). The VPAA will review the tentative ***PTOL Summary Form***. The VPAA will initial the form and a copy will be returned to the Dean. If any appointments are not approved, the VPAA will indicate such on the form.

To request reappointment of part-time faculty, the department head/director sends a ***Part-Time Faculty Reappointment Request / Overload Request Form*** to the appropriate dean for approval. A copy of the request form will be returned to the department head/director indicating the dean's decision.

To appoint **new** part-time faculty, the department head/director must verify employment, educational and professional references. The prospective new part-time faculty submits curriculum vita, official transcripts (unofficial transcripts are acceptable at this time), and letters of reference. When pre-employment procedures have been completed, the department head/director forwards the prospective hire's folder to the dean with a completed ***Employment Recommendation Form***. If approved, the dean sends the ***Employment Recommendation Form*** and the prospective hire's folder to the VPAA for approval. The ***Employment Recommendation Form*** and folder will be returned to the dean's office indicating the VPAA's decision.

If approved, the dean will send a letter to the part-time faculty member (reappointment or new appointment), offering a part-time appointment subject to the approval of the University of Louisiana System. The letter should include:

- a fixed acceptance deadline ten business days from the date of the letter
- a request for official transcripts (if not on file)
- payroll date for fall new part-time appointment - statement that informs the prospective PT faculty member that the first payroll date is the last banking day of September
- payroll date for new PT faculty member who receives a one-time payment - statement that informs the prospective PT faculty member that the one-time payment will be the day grades are due for that semester
- new part-time faculty - ***Background Screening Notification and Authorization Form***, the statement relative to voiding the offer if a negative background check is received, and request to complete the form included in the last paragraph



The appointee should sign the letter accepting the offer and return it to the dean's office as soon as possible. New appointee should also complete and sign the **Background Screening Notification & Authorization Form** and return it with the signed appointment letter to the dean's office. The original letter and a copy of the **Background Screening Notification & Authorization Form** is kept in the faculty member's permanent file. The original **Background Screening Notification & Authorization Form** is sent to the Department of Human Resources. The Department of Human Resources will conduct criminal and driving background checks and report back to the dean's office.

The dean's office will send the following to the VPAA's office:

- **Payroll Action Form – M**
- a copy of the acceptance letter
- a copy of the **Part-Time Faculty Reappointment Request / Overload Request Form**
- if new appointment, a copy of official transcripts (if copies were not sent to the VPAA with the employment recommendation form)

The VPAA's Office will send the original **Payroll Action Form – M** and copy of acceptance letter (and a copy of transcripts if new appointment) to the Office of Business Affairs. The Office of Business Affairs will send the documents to the Department of Human Resources and the Department of Human Resources will forward the **Payroll Action Form - M** to Payroll. The dean's office will send copies of the acceptance letter and the **Payroll Action Form – M** to the department head/director.

The pay for part-time faculty per 3 semester hour course is determined by academic qualifications:

- |                       |         |
|-----------------------|---------|
| ▪ Instructor          | \$1,800 |
| ▪ Assistant Professor | \$2,000 |
| ▪ Associate Professor | \$2,200 |
| ▪ Professor           | \$2,400 |

The master's degreed individual would normally come in as an instructor. Other ranks are determined by the earned degree and/or the tenured rank held by the individual at a recognized institution of higher learning. The dean may request a variance from this pay scale by memo to the VPAA.

**Adjunct Online Faculty (AOF)** - Some colleges employ **AOF** faculty by semester to teach online courses only. Dean's Office follows **Procedures for Hiring Part-Time Faculty in Academic Colleges** through the recommendation process. Once recommendation is approved, the process continues as outlined on the **New Adjunct Online Faculty (AOF) Appointment Flowchart** – Page 14.

# New Adjunct Online Faculty (AOF) Appointment Flowchart

AOF are faculty who are hired by semester to teach online courses only.

**Dean's Office** follows "Procedures for Hiring Part-Time Faculty in Academic Colleges" through the recommendation process. Once recommendation is approved, the process continues as outlined below.

- HR Employment Forms:**
- Personal Data Form
  - Nepotism Form
  - Form I-9 Employment Eligibility Verification
  - Form L-4 Employee Withholding Exemption (State)
  - Form W-4 Employee Withholding Allowance (Federal)
  - Direct Deposit Authorization
  - Recoupment of Overpayment
  - Timely Payment of Wages Notification
  - New Employee Benefits Checklist
  - Policy Acknowledgement Receipt
  - Banner – ULM Online Information System

- Computing Center** – ULM Access Request Online Faculty Form
- Registrar's Office** – Banner Access Request – Student Module Form

**Dean's Office** mails appointment letter and **Background Screening Notification and Authorization Form** to AOF  
 Dean's Office emails copy of appointment letter, **HR Employment Forms**, and access forms (Computing Center & Banner Student) to AOF

**New AOF** emails/faxes acceptance letter, **HR Employment Forms** (including notarized copy of SSN card & driver's license), and ULM access forms to **Dean's Office**  
**New AOF** mails original acceptance letter and the completed **Background Screening Notification and Authorization Form** to **Dean's Office**

**Dean's Office** receives copy of acceptance letter through email or fax, **HR Employment Forms**, and the access forms.  
**Dean's Office** initiates **M Form**.  
**Dean's Office** sends **HR** a copy of the **M form**, copy of the acceptance letter, and the **HR Employment Forms**.  
 Dean signs the **Computing Center's ULM Access Request for Adjunct Online Faculty Form** and forwards to **Computing Center**.  
**Dean's Office** holds **Banner Access Request – Student Module Form** for info (CWID & ULM email address) from **HR & Computing Center**.

AOF returns signed original appointment letter and signed completed **Background Screening Notification and Authorization Form** to Dean's Office. Dean's Office sends Human Resources the **Background Screening Notification and Authorization Form**. The Department of Human Resources will conduct criminal and driving background checks and report back to the dean's office.

**HR** receives copy of **M form**, copy of the acceptance letter, and the **HR Employment Forms** and creates employee record in Banner (PEAEMPL).  
**HR** will send the CWID to the **Computing Center and the Dean's Office**. **Computing Center** will assign email address and notify the **Dean's Office** of the email address. **Computing Center** will contact the AOF and give them their CWID and ULM email address.

**Dean's Office** enters faculty details in Banner (SIANST)

**Dean's Office** will send original **Banner Access Request – Student Module Form** to Registrar's Office

Will employee be paid from Non-General fund-monies?

YES

NO

Send M form and supporting documentation to **Grants and Contracts** to verify adequate funds exist.

**Dean's Office** sends **M Form**, copy of acceptance letter, and other supporting documentation to **Academic Affairs** for processing.

**Business Affairs** receives the **M Form** and supporting documentation. **Business Affairs** assigns the position control number.

**HR Office** receives **M form** and supporting documentation

**Controller's Office – Payroll** receives the **M Form** and creates employee job in Banner (NBAJOBS)

# **Requests for Overload Procedures**

**THE UNIVERSITY OF LOUISIANA AT MONROE  
ACADEMIC AFFAIRS**

**Academic Colleges Procedures for Requesting Overload Pay for Instruction**

Requests for overload pay for instruction are recommended by the Dean to the Vice President for Academic Affairs (VPAA) for approval and paid from the PT/OL line in the college budget. A tentative ***PTOL Summary Form*** of PT/OL expenses should be electronically submitted to the VPAA two weeks prior to the start of the semester and the final ***PTOL Summary Form*** one week after the start of classes. The Dean is to submit the tentative ***PTOL Summary Form*** and the final ***PTOL Summary Form*** to [sewell@ulm.edu](mailto:sewell@ulm.edu).

Overload pay for instruction may occur only when a faculty or staff member is assigned instructional duties in addition to those associated with his/her basic workload and responsibilities.

Twelve month classified or unclassified employees other than full-time faculty, department heads, or deans may receive overload pay for teaching courses outside the normal workday hours of 7:30 a.m. to 5:00 p.m. Monday - Thursday and 7:30 am - 11:30 am Friday. Courses may not be taught during the lunch period. Generally, courses taught after 5:00 p.m. may be taught for overload pay by employees other than faculty who hold appropriate credentials.

Overload pay cannot be approved for:

- 12 month faculty
- 12 month employees during their normal workday
- 9 month faculty holding instructor rank and who are teaching less than 15 hours
- 9 month faculty holding rank other than instructor and teaching less than 12 hours

The dean may request a variance by submitting a memo to the VPAA.

The department head/director sends a ***Part-Time Faculty Reappointment Request / Overload Request Form*** to the appropriate dean for approval. A copy of the request form will be returned to the department head/director indicating the dean's decision.

The dean's office will send the original ***Payroll Action Form – M*** and a copy of the ***Part-Time Faculty Reappointment Request / Overload Request Form*** to the VPAA's office. The VPAA's office will make copies and send the ***Payroll Action Form – M*** to the Office of Business Affairs. The Office of Business Affairs will send the ***Payroll Action Form – M*** to the Department of Human Resources and the Department of Human Resources will forward the form to Payroll. The dean's office will send a copy of the ***Payroll Action Form - M*** to the department head/director.

Compensation for a 3 semester hour course will be based on faculty rank according to the following schedule.

- |                       |         |
|-----------------------|---------|
| ▪ Instructor          | \$1,800 |
| ▪ Assistant Professor | \$2,000 |
| ▪ Associate Professor | \$2,200 |
| ▪ Professor           | \$2,400 |

This schedule will be prorated for courses not providing 3 semester hours of credit.

The above schedule will be applied to faculty teaching courses for academic credit.

**Requests for  
Summer School  
Procedures**

**THE UNIVERSITY OF LOUISIANA AT MONROE  
ACADEMIC AFFAIRS**

**Procedures for Academic Colleges Summer Appointments**

Faculty to be employed during the Summer Term (Maymester, Full Term, Summer 1, and Summer 2) are recommended by the Dean to the Vice President for Academic Affairs (VPAA) for approval and are paid from the Summer School line in the college budget.

A ***Projected Summer Board Form*** should be submitted to the VPAA 5 days prior to deadline for board materials to be submitted to the VPAA office in March. A ***Summer Board Changes Form*** for each summer part of term is submitted to the VPAA office the last day to add courses for each part of term. The projected form and the change form are to be submitted electronically and as a hard copy initialed by the Dean. The electronic board forms are emailed to [sewell@ulm.edu](mailto:sewell@ulm.edu) and a designated person in the Office of Business Affairs. The VPAA will review the ***Projected Summer Board Form and the Summer Board Changes Form***. The VPAA will initial the forms and forward to the Office of Business Affairs.

**Summer Board Materials Due to Academic Affairs**

Summer Projections - 5 days prior to deadline for board materials to be submitted to the VPAA office

Maymester Changes, M forms (original) and copies of appointment memorandums/letters - last day to add Maymester courses

Full Term & Summer 1 Changes, M forms (original) and copies of appointment memorandums/letters - last day to add Full Term & Summer 1 courses

Summer 2 Changes, M forms (original) and copies of appointment memorandums/letters - last day to add Summer 2 courses

**Projected Summer Board Form Instructions**

- Dates to use for ***Projected Summer Board Forms*** will be dates of the full term beginning with Maymester through the end of Summer 2.
- Current faculty and part-time faculty (reappointments and new) are shown on the ***Projected Summer Board Form***. The listing is alphabetical by department and the faculty are listed in rank order alphabetically beginning with the rank of Professor.
- Include faculty member's **whole** name as it appears on the Social Security card in this order - last, first, middle.
- Include in the "*Part of Term*" column which part of the term the faculty member will be teaching (Maymester, Full Term, Summer 1, or Summer 2).
- Indicate the department name at the beginning of each department's appointment listing.
- In the "*Remarks*" column show a total at the end of each part of term with a departmental total shown at the end of each department listing.
- Show the college total on the last page.
- In the "*Courses*" column include Subject Code, Course Number, and CRN.  
**Note** – when printing the hard copy, do not print the "*Courses*" column. This information is included in the electronic copy only.
- Complete a separate board form for special duties assigned during the summer and indicate assignment in the "*Remarks*" column.
- Send hard copy of the projections initialed by Dean to Academic Affairs and send electronic copy to [sewell@ulm.edu](mailto:sewell@ulm.edu) and designated person in the Office of Business Affairs.

### **Changes to Projected Summer Board Form Instructions**

- Changes to the ***Projected Summer Board Form*** should be reported on the board form under one of the following categories: CHANGES, DELETE, or ADDITIONS
- Indicate the department name at the beginning of each department's listing in each category.
- For CHANGES, indicate in the "Remarks" column the change; i.e., FT to PT or PT to FT.
- Send hard copies of the board changes initialed by Dean to Academic Affairs and electronic copies to [sewell@ulm.edu](mailto:sewell@ulm.edu) and designated person in the Office of Business Affairs.

### **Summer Appointment Memorandums/Letters & M forms Instructions**

- Current 9-month faculty – If the VPAA approves the appointment, the Dean sends a summer appointment memorandum to the faculty member indicating summer appointment subject to approval of the University of Louisiana System.
- Part-Time faculty - the department head/director follows the **Procedures for Hiring Part-time Faculty in Academic Colleges** found on Page 12-13 to request summer appointments of faculty who teach part-time at ULM (reappointment or new appointment). If the VPAA approves the appointment, the Dean sends a summer appointment letter to the faculty member indicating summer appointment subject to approval of the University of Louisiana System.
- Appointment memorandum/letter – a separate memorandum/letter is prepared for each part of term the faculty member will be teaching. The appointment memorandum/letter should be given out by the first day of classes.
- The rate of pay will be 7.25% of the 9-month salary rate with a cap of \$3,400 for a 3 hour course for current faculty.
- The rate of pay for faculty who teach part-time at ULM will be based on the pay schedule in the **Procedures for Hiring Part-time Faculty in Academic Colleges** found on Page 12-13.
- M form – Prepare a separate M form for each part of term the faculty member will be teaching using the following Banner Account Numbers for the part of term:  
**601124** – Maymester; **601125** – Summer 1 & Summer 2; **601129** – Full Term.
- On the M form in the "Salary Rate Period" indicate part of term the faculty member will be teaching: Maymester, Full Term, Summer 1 or Summer 2.
- Include in "Remarks" the course information – Subject Code, Course Number, and CRN.
- Payroll dates for the summer are the day grades are due at the end of each part of term. Faculty who teach a full term course will be paid one-half of their salary on the 1<sup>st</sup> summer payroll date and the remainder of their salary on the 2<sup>nd</sup> summer payroll date.

The VPAA's Office will send the original ***Payroll Action Form – M*** and copy of memorandum/letter (and a copy of transcripts if new appointment) to the Office of Business Affairs. The Office of Business Affairs will send the documents to the Department of Human Resources and the Department of Human Resources will forward the ***Payroll Action Form - M*** to Payroll. The dean's office will send copies of the memorandum/letter and the ***Payroll Action Form – M*** to the department head/director.

# **Requests for Wintersession Procedures**



**THE UNIVERSITY OF LOUISIANA AT MONROE  
ACADEMIC AFFAIRS**

**Procedures for Academic Colleges Wintersession Appointments**

Faculty to be employed during the Wintersession are recommended by the Dean to the Vice President for Academic Affairs (VPAA) for approval and are paid from the Wintersession line in the college budget.

**Wintersession Faculty Request Form**

A tentative *Wintersession Faculty Request Form* should be submitted electronically to the VPAA the Monday after Thanksgiving each fall. The VPAA will review the request form. A copy of the form will be returned to the Dean's Office indicating if the appointments may be made. A final *Wintersession Faculty Request Form* should be submitted electronically to the VPAA the day after the final date for adding courses for credit or making course changes for the Wintersession. The request forms are to be emailed to [sewell@ulm.edu](mailto:sewell@ulm.edu).

**Wintersession Board Form**

A *Wintersession Board Form* indicating the actual appointments should be submitted to the VPAA electronically and as a hard copy initialed by the Dean. The form is due the day after the final date to add courses for the Wintersession. The electronic board forms are emailed to [sewell@ulm.edu](mailto:sewell@ulm.edu). The VPAA will review the *Wintersession Board Form*, initial the form, and forward it to the Office of Business Affairs.

**Wintersession Board Form Instructions**

- Current faculty and part-time faculty (reappointments and new) are shown. The listing is alphabetical by department and the faculty are listed in rank order alphabetically beginning with the rank of Professor.
- Include faculty member's **whole** name as it appears on the Social Security card in this order - last, first, middle.
- Indicate the department name at the beginning of each department's appointment listing.
- In the "Remarks" column, show a total amount at the end of each department listing.
- In the "Remarks" column, show the college total on the last page.
- Send hard copy initialed by Dean to Academic Affairs and electronic copy to [sewell@ulm.edu](mailto:sewell@ulm.edu).

**Wintersession Appointment Memorandums/Letters & M forms Instructions**

- Current 9-month faculty – If the VPAA approves the appointment, the Dean sends a Wintersession appointment memorandum to the faculty member indicating summer appointment subject to approval of the University of Louisiana System.
- Part-Time faculty - the department head/director follows the **Procedures for Hiring Part-time Faculty in Academic Colleges** found on Page 12-13 to request Wintersession appointments of faculty who teach part-time at ULM (reappointment or new appointment). If the VPAA approves the appointment, the Dean sends a Wintersession appointment letter to the faculty member indicating Wintersession appointment subject to approval of the University of Louisiana System.

**Wintersession Appointment Memorandums/Letters & M forms Instructions (continued)**

- The memorandum/letter should include a sentence indicating that the faculty member will receive payment for teaching the course(s) the last banking day of the month of January. The appointment memorandum/letter should be given out by the first day of classes.
- The rate of pay will be 7.25% of the 9-month salary rate with a cap of \$3,400 for a 3 hour course for current faculty.
- The rate of pay for faculty who teach part-time at ULM will be based on the pay schedule in the **Procedures for Hiring Part-time Faculty in Academic Colleges** found on Page 12-13.
- Original “M” forms and copies of appointment memorandums/letters should be sent to Academic Affairs the day Wintersession final exams are given.
- M form - the ACTION will be “**new appointment**” or “**reappointment**” for part-time faculty or “**overload**” for current 9-month faculty.
- M form - in the “*Salary Rate Period*” indicate “Wintersession.”
- M form – the Banner Account Number for Wintersession appointments is 601115. It is to be used for all appointments (overloads for current 9-month faculty and part-time new appointments and part-time reappointments).
- M form - include in “*Remarks*” the course information – Subject Code, Course Number, and CRN.

The VPAA’s Office will send the original ***Payroll Action Form – M*** and copy of memorandum/letter (and a copy of transcripts if new appointment) to the Office of Business Affairs. The Office of Business Affairs will send the documents to the Department of Human Resources and the Department of Human Resources will forward the ***Payroll Action Form - M*** to Payroll. The dean's office will send copies of the memorandum/letter and the ***Payroll Action Form – M*** to the department head/director.

# **Forms**

**Full-Time Appointments**

**Part-Time Appointments**

**AOF Appointments**

**Overload Requests**

**Summer School**

**Wintersession**

THE UNIVERSITY OF LOUISIANA AT MONROE

CHECKLIST

HIRING FULL-TIME FACULTY/UNCLASSIFIED EMPLOYEES IN ACADEMIC COLLEGES

*This checklist is part of the procedures for filling a position and must be signed and dated by each person/office responsible for the completion of each step in the process. If at any step, a request is not approved, the requesting department will be notified.*

Requesting College/Department/School: \_\_\_\_\_ Position Requested: \_\_\_\_\_  
 Tenure Status Requested:  Tenured  Tenure Track  Non-Tenure Track

New Position  Replacement Position --- Previous Incumbent: \_\_\_\_\_ Date appointment is to begin \_\_\_\_\_

Search Committee Chair \_\_\_\_\_ Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

*The Academic College Department Head/Director decides there is a need to fill an existing or newly created position.*

		<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	Department Head/Director Begins the process by reviewing Academic Affairs “Procedures for Hiring in Academic Colleges” which is a link on the ULM Human Resources website ( <a href="http://www.ulm.edu/hr/hiring.html">www.ulm.edu/hr/hiring.html</a> ). Prints out the form “ <b>Checklist for Hiring Full-Time Faculty/Unclassified Employees in Academic Colleges</b> ” and starts to build a “Hiring Process Packet “ for the position.	_____	_____
<input type="checkbox"/>	Department Head/Director Completes and sends <b>Faculty/Unclassified Position Request Form</b> to Dean.	_____	_____
<input type="checkbox"/>	Dean Completes and forwards <b>Unclassified Position Description, Justification and Certification Form</b> (Pre-Approval Form or ULS form) to Vice President for Academic Affairs (VPAA) .	_____	_____
<input type="checkbox"/>	VPAA Approves Pre-Approval and forwards to Office of Business Affairs.	_____	_____
<input type="checkbox"/>	Office of Business Affairs Approves Pre-Approval Form and forwards to ULS Board.	_____	_____
<input type="checkbox"/>	Office of Business Affairs Receives ULS Board approval; sends copy of approved Pre-Approval Form to VPAA.	_____	_____

**Academic Colleges Checklist**

		<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	VPAA	Sends copy of approved Pre-Approval Form to Dean.	_____
<input type="checkbox"/>	Dean	Dean sends copy of approved Pre-Approval Form to Department Head/Director.	_____
<input type="checkbox"/>	Department Head/Director	Appoints Search Committee; Chair is chosen; copy of approved Pre-Approval Form given to Chair.	_____
<input type="checkbox"/>	Department Head/Director	Sends list of Search Committee members to the Department of Human Resources.	_____
<input type="checkbox"/>	Search Committee Chair	Verifies that all committee members have reviewed Academic Affairs “Procedures for Hiring” ( <a href="http://www.ulm.edu/hr/hiring.html">www.ulm.edu/hr/hiring.html</a> ).	_____
<input type="checkbox"/>	Search Committee Chair	Sends advertisement to Dean for approval.	_____
<input type="checkbox"/>	Dean	Returns approved advertisement to Search Committee Chair.	_____
<input type="checkbox"/>	Search Committee Chair	Completes <b>Request to Advertise Form</b> (requires budget unit head signature) and sends the form with the advertisement and a copy of the approved Pre-Approval Form to Human Resources (HR); HR will post ad on the ULM website and send ad to other ULS institutions.	_____
<input type="checkbox"/>	Search Committee Chair	If applicable, places advertisement in appropriate publications, subject to departmental or college funds.	_____
<input type="checkbox"/>	Search Committee	Meets with HR representative.	_____
<input type="checkbox"/>	Search Committee	Begins review of applications.	_____
<input type="checkbox"/>	Search Committee Chair	Mails each applicant a letter acknowledging receipt of application and encloses an <b>EEO Information Data Sheet Form</b> which the applicant is to return to HR.	_____
<input type="checkbox"/>	Search Committee	Verifies credentials, employment, educational and professional references; identify applicants who are viable candidates for the position.	_____

**Academic Colleges Checklist**

		<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	Search Committee Chair	Sends letter to applicants who are not viable candidates for the position.	_____
<input type="checkbox"/>	Search Committee Chair	Sends Dean memo requesting permission to interview candidate(s) (up to 3).	_____
<input type="checkbox"/>	Dean	Returns memo to Search Committee Chair indicating decision to interview.	_____
<input type="checkbox"/>	Search Committee	Makes travel arrangements for candidates, if applicable, following State Travel Regulations.	_____
<input type="checkbox"/>	Search Committee	Sets up interview appointments with Department Head/Director, Dean and VPAA (sends copy of vita to VPAA prior to appointment).	_____
<input type="checkbox"/>	Search Committee	Makes employment recommendation to Department Head/Director.	_____
<input type="checkbox"/>	Department Head/Director	Assesses and certifies English proficiency.	_____
<input type="checkbox"/>	Department Head/Director	Completes and forwards <b>Employment Recommendation Form</b> and candidate's folder to Dean.	_____
<input type="checkbox"/>	Dean	Approves recommendation and forwards form and candidate's credentials to VPAA in the "Hiring Process Packet."	_____
<input type="checkbox"/>	VPAA	Approves recommendation and returns all credentials to Dean.	_____
<input type="checkbox"/>	Dean	Notifies Department Head/Director that recommendation has been approved; sends appointment offer letter and <b>Background Screening Notification and Authorization Form</b> to candidate.	_____
<input type="checkbox"/>	Dean	Receives candidate's response to appointment offer and <b>Background Screening Notification and Authorization Form</b> .	_____

**Academic Colleges Checklist**

		<i>Signature</i>	<i>Date</i>
<input type="checkbox"/> Dean	Notifies Department Head/Director that candidate has accepted position; completes and sends <b>Payroll Action Form – M</b> , copy of acceptance letter, copy of transcript(s) to VPAA; sends <b>Background Screening Notification and Authorization Form</b> to the Department of Human Resources. <b>Or</b> Notifies VPAA & Department Head/Director that candidate has declined position.	_____	_____
<input type="checkbox"/> Department Head/Director	Notifies Search Committee Chair that candidate has accepted position. <b>Or</b> Notifies Search Committee Chair that the candidate has declined position. Decides to reopen search or makes recommendation that offer be made to one of the other viable candidates.	_____	_____
<input type="checkbox"/> VPAA	Makes copies and sends <b>Payroll Action Form – M</b> , copy of acceptance letter, copy of transcript(s) to the Office of Business Affairs. Returns “Hiring Process Packet” to Dean.	_____	_____
<input type="checkbox"/> Dean	Returns “Hiring Process Packet” to Search Committee Chair.	_____	_____
<input type="checkbox"/> Search Committee Chair	Sends letter to applicants who were not chosen for position.	_____	_____
<input type="checkbox"/> Search Committee Chair & <input type="checkbox"/> Human Resources	Delivers completed <b>Report on Disposition of Candidates for Replacement or New Position Form</b> and applicants’ folders to HR; Obtains HR signature on Checklist Form indicating receipt of credentials and verifying that <b>Payroll Action Form – M</b> has been sent to Payroll.	_____	_____
<input type="checkbox"/> Search Committee Chair	Returns completed “Hiring Process Packet” to Requesting Department.	_____	_____
<input type="checkbox"/> Department Head/Director	Informs new employee that they must report to HR prior to or on the first day of employment to complete employment forms and schedule to attend the next New Employee Orientation Program; assists new employee in completing the ULM Computing Center <b>ULM Access Request</b> form; informs faculty they should attend New Faculty Orientation scheduled during the fall University Week. Retains “Hiring Process Packet” on file for at least one year.	_____	_____

Name of the candidate who accepted this position: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_

**ACADEMIC AFFAIRS COLLEGES  
HIRING PROCESS PACKET**

College: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Position: \_\_\_\_\_

Tenure Status:  Tenured  Tenure Track  Non-Tenure Track

Pre-Approval Control Number (ULS Approval No.) \_\_\_\_\_

Position accepted by: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Date hiring process completed: \_\_\_\_\_



The University of Louisiana at Monroe  
Academic Colleges  
Faculty/Unclassified Position Request

TO: \_\_\_\_\_, Dean DATE: \_\_\_\_\_  
College of \_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_

Department: \_\_\_\_\_

- New Position
- Replacement for current or previous incumbent, \_\_\_\_\_  
Budget Page/Line \_\_\_\_\_

Position/Title Requested:  Instructor  Assistant Professor  
 Associate Professor  Professor  
 Special Appointment \_\_\_\_\_  
 Unclassified Appointment \_\_\_\_\_

Status:  9 month  12 month  Other \_\_\_\_\_ % of Time \_\_\_\_\_ %

Proposed beginning salary: \_\_\_\_\_

Beginning date of employment:  Fall, \_\_\_\_\_ year  Spring, \_\_\_\_\_ year  
 July 1, \_\_\_\_\_ year  Other \_\_\_\_\_

Justification:

approved  not approved

\_\_\_\_\_  
Dean's Signature Date



# Board of Supervisors for the University of Louisiana System

## UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

CONTROL # \_\_\_\_\_

Institution Name: \_\_\_\_\_ Academic Department /Administrative Unit: \_\_\_\_\_

Budget Page: \_\_\_\_\_ Line #: \_\_\_\_\_ Current Budgeted Amt: \_\_\_\_\_ Status:  9/10 mo.  12 mo.

Source of Funding:  State  Federal  Restricted  Self-Generated  Grant/Contract  Auxiliary

Type of Position:  Dean  Vice President (Asso./Asst.)  Provost  Athletic Director/ Equivalent  Other

Nature of Request:  New (attach explanation)  Replace/Update (salary increase exceeds 10% - explain below)  
 Emergency/Temporary

Justification:

*\*If necessary, please continue justification on another page.*

Employee Name:

Current Title:

Present Salary:

Requested Position Title:

Proposed Annual Salary Range: TO

Proposed Beginning Salary:

Effective Date:

Current or Previous Incumbent:

Reassignment /Promotion For:

It is recommended that this position be unclassified, and we certify that it meets the teaching, professional or administrative officer designation required by the Constitution (Article X, Section 2) and appropriate civil service rules. In addition, we will (have) follow(ed) the University's established hiring policies and procedures and published equal employment opportunity guidelines.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/Director and Vice President

\_\_\_\_\_  
Chief Business Officer Date: \_\_\_\_\_

\_\_\_\_\_  
President Date: \_\_\_\_\_

**FOR SYSTEM OFFICE USE**

Approved By: \_\_\_\_\_ System Authority \_\_\_\_\_ Date

**THE UNIVERSITY OF LOUISIANA AT MONROE**  
**REQUEST TO ADVERTISE FACULTY/UNCLASSIFIED POSITION**

Department: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

POSITION INFORMATION:									
Position Title: _____									
Teaching or Non-Teaching: _____	Full-time/Part-time: _____								
Budget Account: _____	ULS Control # (Pre-Approval #): _____								
<table border="0" style="width:100%;"> <tr> <td style="width:10%;"><b>Index</b></td> <td style="width:10%;"><b>Fund</b></td> <td style="width:10%;"><b>Org</b></td> <td style="width:10%;"><b>Prog</b></td> </tr> <tr> <td align="center">-</td> <td align="center">-</td> <td align="center">-</td> <td></td> </tr> </table>	<b>Index</b>	<b>Fund</b>	<b>Org</b>	<b>Prog</b>	-	-	-		
<b>Index</b>	<b>Fund</b>	<b>Org</b>	<b>Prog</b>						
-	-	-							
Date Position Vacated: _____									
Replacement for: _____ New Position: Yes <input type="checkbox"/> No <input type="checkbox"/>									

POSTING:	
Opening Date: _____	Closing Date: _____
Campus Wide/ULM Web <input type="checkbox"/>	Sister Institutions <input type="checkbox"/>
<i>Departments are responsible for advertising in other media.</i>	
<b>INSTRUCTIONS:</b>	
<b>1. ATTACH POSITION ANNOUNCEMENT WHICH SHOULD INCLUDE:</b> <b>Position title, primary duties and responsibilities, experience, education and/or qualifications, salary, closing date, and address applications or inquiries are to be mailed. See attached examples of Position Announcements.</b>	
<b>2. ATTACH A COPY OF THE ULS APPROVED UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION AND CERTIFICATION FORM (ULS BOARD FORM/PRE-APPROVAL FORM).</b>	
<b>3. E-Mail Position Announcement to <a href="mailto:breedlove@ulm.edu">breedlove@ulm.edu</a> or <a href="mailto:robertson@ulm.edu">robertson@ulm.edu</a>.</b>	

\*\*\*\*\*

Budget Unit Head	Date
Department of Human Resources	Date

ROUTING
From: Budget Unit Head to Department of Human Resources

# EXAMPLE

## **FACULTY**

### **POSITION ANNOUNCEMENT**

Assistant Professor of Management

### **DEPARTMENT**

Management and Aviation

### **DUTIES AND RESPONSIBILITIES**

The College of Business Administration seeks a qualified individual to fill a position as an Assistant Professor of Management beginning with the Fall Semester of 2012. The University of Louisiana at Monroe has an enrollment of approximately 8,200 students. The campus is located in a culturally rich metro area with a population of 150,000. The College of Business Administration is AACSB accredited at the undergraduate, accounting, and MBA levels, and is a leading business educator in the region.

The College of Business Administration promotes a balance between teaching and intellectual contributions, combined with professional service to the university, discipline, and community. The normal teaching load will be 9 undergraduate/graduate credit hours per semester.

### **QUALIFICATIONS**

A doctoral degree in business with a concentration in management is required, although ABD candidates will be considered. The ideal candidate's qualifications will include: (1) Excellent teaching skills; (2) Coursework and/or teaching experience in two of the following areas: principles of management, human resource management, strategy, international management, operations management, entrepreneurship; (3) Evidence of the ability to perform quality applied, basic, or instructional research; (4) An established or planned research agenda; (5) Good interpersonal skills; (6) Effective written and oral communication skills and (7) The ability to function collegially as a member of the faculty. Work experience in a position relevant to the specific discipline would be a plus.

### **APPLICATIONS**

Interested candidates should send a letter of application, a current vita, and contact information for three references by February 15, 2012 (electronic submission acceptable) to:

Dr. Bruce Walker  
College of Business Administration  
The University of Louisiana at Monroe  
700 University Ave  
Monroe, LA 71209

E-mail: walker@ulm.edu

Phone: (318) 342-1117

The University of Louisiana at Monroe is an Equal Opportunity/Affirmative Action Employer.

# EXAMPLE

## **UNCLASSIFIED STAFF**

### **POSITION ANNOUNCEMENT**

Information Technology Specialist (4712)

### **DEPARTMENT**

College of Pharmacy/Internal Operations

### **DUTIES AND RESPONSIBILITIES**

Support of technology needs of the Students, Faculty and Staff. This includes offices, classrooms, and computer labs.

### **QUALIFICATIONS AND SKILLS**

Candidate must have detailed working knowledge of Windows XP/7, MAC OS, Office XP/2010 and presentation technologies. Antivirus technology and associated repairing. Hardware awareness for troubleshooting. Basic understanding of TCP/IP networks and related ethernet switch hardware. Working knowledge and trouble-shooting experience with projectors, desktops, laptops, printers. Able to work with others on projects.

### **SALARY**

Commensurate with experience

### **CLOSING DATE**

Review of applications will begin on August 22, 2011 and will continue until the position is filled.

### **APPLICATIONS**

Send letter, resume, three letters of recommendation to:

Computing Center  
The University of Louisiana at Monroe  
700 University Avenue  
Monroe, Louisiana 71209-2300

Telephone: (318) 342-5015

The University of Louisiana at Monroe is an Equal Opportunity / Affirmative Action Employer.

**THE UNIVERSITY OF LOUISIANA AT MONROE****EQUAL EMPLOYMENT OPPORTUNITY  
INFORMATION DATA SHEET**

To be completed by the Department prior to being sent to the applicant	
DEPARTMENT	
TITLE	

The University of Louisiana at Monroe is asking all applicants to provide this information in order to comply with Equal Employment Opportunity Reporting Requirements. The information is strictly **VOLUNTARY** and in no way influences employment prospects.

NAME: \_\_\_\_\_

GENDER:

\_\_\_\_\_ Female                      \_\_\_\_\_ Male

Do you consider yourself to be Hispanic/Latino?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

In Addition, select one or more of the following racial categories to describe yourself:

\_\_\_\_\_ American Indian/Alaskan Native  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ White

**Please return to:     The Department of Human Resources  
                              700 University Avenue  
                              University of Louisiana at Monroe  
                              Monroe, LA 71209-2300**

**Please send this form to the address listed above and NOT to the hiring department or the Search Committee.**

To: Applicants for Positions at The University of Louisiana at Monroe as required by Title 34 Institutional Disclosures, Section 668.46 - Security Policy and Crime Statistics

The Annual Security Report for The University of Louisiana at Monroe includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by The University of Louisiana at Monroe; and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Mr. Larry Ellerman, Director, University Police Department.

**THE UNIVERSITY OF LOUISIANA AT MONROE**  
**BACKGROUND SCREENING NOTIFICATION & AUTHORIZATION FORM**

*All finalists for employment will be expected to sign the following statement.*

**To be completed by the Department prior to being given to the applicant**

<b>DEPARTMENT</b>	
<b>TITLE OF POSITION TO BE FILLED</b>	

**To be completed by Applicant** (Please Print or Type)

Last Name	First Name	Middle Name
Current Address: _____		
Social Security Number: _____ Date of Birth: _____		
Driver's License Number: _____ State Issued By: _____		
Are you currently holding or running for an elective public office?		_____ Yes _____ No
Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea?		_____ Yes _____ No
Have you ever been fired from a job or resigned to avoid dismissal?		_____ Yes _____ No

**READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the University of Louisiana at Monroe or its designees to investigate all statements contained in this application. I also authorize and request any and all of my former employers and any other person, firm, or corporation to furnish any and all information requested by the University of Louisiana at Monroe or its designees, Background Information Services Inc., concerning my job performance, suitability for employment, educational verification, social security number verification, prior employment verification, professional license verification, motor vehicle driving records, criminal history, job qualifications, and personal background. I hereby release each such employer or other person, firm, or corporation from any liability by reason of furnishing the requested information. In addition, if I should become employed by the University of Louisiana at Monroe, I expressly authorize the University of Louisiana at Monroe to release information about my job performance, job qualifications, and suitability for employment to any person who may request such information, and I expressly release the University of Louisiana at Monroe from any liability for disclosing such information.

I specifically authorize a consumer credit report to be run and authorize the release of my motor vehicle driving records maintained by law enforcement agencies, city, state, county and federal courts, or any other state or local agency.

This releases the aforesaid parties from any liability and responsibility for collecting the above information. I understand that these files may contain negative information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested. I understand that personal information being collected is necessary to conduct an investigation of my background and that information will be used solely for this purpose.

I understand that an electronic signature is valid as an original. Based on certain information repository requirements, I may be asked to provide an original signature to authorize the investigation of my background. I further acknowledge that a facsimile (FAX) or photographic copy of this release will be valid as the original.

I understand that any misrepresentation or omission of fact contained in this application is cause for rejection or immediate dismissal if I should become employed. Finally, I understand that the completion of this employment application does not indicate that there are positions available and does not obligate the University to offer me a position if positions were available.

All offers of employment are conditional, subject to satisfactory results of background investigation, reference checks, pre-employment alcohol and drug tests, and production of documents sufficient to demonstrate identity and authorization to work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Warning to Applicants:**

*By your signature you are certifying that the information you have provided is truthful and complete. Falsification of information can result in denial of employment.*

**To be completed by requesting department before submitting to Human Resources**

Name of Approving Agent (Please type or print name)	Person to Send Report to (i.e. committee chair, dept head, dean, director, etc.) (Please type or print name)	
Signature of Approving Agent	Date	Account Number to Charge

**The University of Louisiana at Monroe  
Select College/Division  
Employment Recommendation**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(as it appears on Social Security Card)

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position Applied for: Select One Rank/Position Title: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ Source of Funding: Select One Effective Appointment Date: \_\_\_\_\_

If faculty employment recommendation, please complete the following: Term: Select Term Year: \_\_\_\_\_

Account Description: INDEX \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ PROG \_\_\_\_\_

Months Employed: \_\_\_\_\_ Full Time/ Part Time: Select One % Employed: \_\_\_\_\_ % Tenure Status: Select One

ULS (PA) Approval #: \_\_\_\_\_ New or Vacant Position: Select One If Vacant Position, Previous Incumbent: \_\_\_\_\_

Institution & Location \_\_\_\_\_ Degree \_\_\_\_\_ Degree Discipline \_\_\_\_\_ Graduation Date \_\_\_\_\_

Most Recent Teaching/Work Experience: Degree CIP Code \_\_\_\_\_

Dates	Name of Institution/Employing Agency	Position
_____	_____	_____

Work Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previously Retired (Yes or No) \_\_\_\_\_ If Yes, Name of Agency: \_\_\_\_\_ LA Agency Transfer (Yes or No) \_\_\_\_\_ Date Retired/Transferred: (Month/Year) \_\_\_\_\_

Years of Experience: \_\_\_\_\_ If applicable, Teaching Discipline: \_\_\_\_\_ Teaching CIP Code: \_\_\_\_\_  
Select Applicable One \_\_\_\_\_ Years

Yes

If teaching position, applicant meets SACS qualifications: No  - If No, please attach a Justification of Faculty Qualifications Form.

If part-time faculty appointment, complete the following information:

Subject Code	Course #	CRN	Credit Hours	Enrollment	Method	Part of Term	Payment Amount
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	

Notes/Comments: \_\_\_\_\_

Department Head/Director	_____	Date
Dean's Approval (if applicable)	_____	Date
Vice President for Academic Affairs' Approval	_____	Date



UNIVERSITY OF LOUISIANA AT MONROE

Department of Human Resources

PAYROLL ACTION FORM - M

(Monthly Payroll Action)

**EMPLOYEE**

**Legal Name:** \_\_\_\_\_ **SSN or CWID:** \_\_\_\_\_  
*(as it appears on Social Security card - First - Middle - Last )* Home Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
\_\_\_\_\_ ULM Email: \_\_\_\_\_  
Office Location: Bldg. \_\_\_\_\_ Room No. \_\_\_\_\_  
Previously Retired from LA Agency: (Yes or No) \_\_\_\_\_ If Yes, Name of LA Agency: \_\_\_\_\_  
LA Agency Transfer: (Yes or No) \_\_\_\_\_ Date Retired/Transferred: \_\_\_\_\_  
(Month/Year)

**ACTION**

**Action:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_  
 New Appointment  Reappointment  Salary Change **Salary Rate:** \_\_\_\_\_ **Salary Rate Period:** \_\_\_\_\_  
 Resignation  Retirement  Termination **ULS Approval No:** \_\_\_\_\_ (12-month, 9-month, Fall only, Spring only, etc.)  
 Other (Specify) \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Full/Part-Time:** \_\_\_\_\_ **Percent of Time:** \_\_\_\_\_ **Years Experience:** \_\_\_\_\_ **ULM:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_  
**New or Vacant Position:** \_\_\_\_\_ **Previous Incumbent:** \_\_\_\_\_

**EDUCATION**

**Highest Degree Earned:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Terminal Degree? (Yes or No)** \_\_\_\_\_  
Degree Discipline: \_\_\_\_\_ (Month/Year) **Degree CIP Code:** \_\_\_\_\_  
**Institution of Highest Degree:** \_\_\_\_\_  
**Institution Location:** \_\_\_\_\_ **Hrs Over Masters:** \_\_\_\_\_

**FACULTY**

**Tenure Status:** \_\_\_\_\_ **Tenure Review Date:** \_\_\_\_\_ **Date Tenured:** \_\_\_\_\_  
**Tenure Discipline:** \_\_\_\_\_ **Tenure CIP Code:** \_\_\_\_\_  
**Teaching Discipline:** \_\_\_\_\_ **Teaching CIP Code:** \_\_\_\_\_  
**Academic Rank:** \_\_\_\_\_ **Rank Date:** \_\_\_\_\_

**BUDGET/PAYROLL**

**Assigned Department:** \_\_\_\_\_ **Assigned Dept. ORG Code:** \_\_\_\_\_

**Payroll Budget Codes**

Index	Fund	Org	Prog	Banner Acct	AMOUNT

**Division:** Select One \_\_\_\_\_

**Requesting Agent:** \_\_\_\_\_ **Approving Agent:** \_\_\_\_\_  
(Please type or print name) (Please type or print name)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS AFFAIRS USE ONLY	PAYROLL USE ONLY
Position Title: _____	Entered By: _____
Position Number: _____	Date: _____

ROUTING: Requesting Agent to Approving Agent to Vice President to Business Affairs to Human Resources to Payroll.

**REPORT ON DISPOSITION OF CANDIDATES FOR REPLACEMENT OR NEW POSITION**

Position:	Date:
Department:	Index    Fund    Org    Prg Budget Code:    -    -    -

**Code Explanation:**

- |                                |                            |  |
|--------------------------------|----------------------------|--|
| <b>Race</b>                    | <b>Gender</b>              | <b>Disposition</b>                       |
| H = Hispanic or Latino         | M =Male                    | 01 = Hired                               |
| N = Non-Hispanic or Non-Latino | F =Female                  | 02 = Declined Position                   |
|                                | U =Unknown                 | 03 = Less qualified than hiree           |
|                                |                            | 04 = Did not have minimum qualifications |
| <b>Ethnicity</b>               |                            |  |
| W = White                      | B = Black                  |  |
| I = American Indian            | A = Asian/Pacific Islander |  |
| H = Hispanic                   | U = Unknown                |  |

No.	Name	For Human Resources Use Only			
		Disposition	Race	Ethnicity	Gender
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Department Head/Committee Chair: \_\_\_\_\_  
Print Name
Signature

## Part-Time/Overload Summary

**INSTRUCTIONS:** This tentative PTOL Summary form should be electronically sent to the Vice President for Academic Affairs (VPAA) Office two weeks prior to the start of the semester and the final PTOL summary one week after the start of classes.

Dean's Office will insert Columns A - G and provide the appropriate information.

Dean's Office will extract the course information (Columns H - Z) from the Argos "Status of Classes for PT-OL Summary" report.

The PT-OL Summary form may be found on the ULM Forms page <http://ww.ulm.edu/forms> under the Academic Affairs section.

November 2011

College of

TERM

DATE SUBMITTED

PT/OL Budgeted Amount	Notes	PT/OL	Current Teaching Load	Index-ORG	Salary	Academic Rank	Last	First	MI	CWID	Email	Coll	Dept	Sub	Crs	CRN	CR	Enrolled	SCH	POT	Start	End	Type	Method	Title	

**The University of Louisiana at Monroe  
College of Select College  
Part-Time Faculty Reappointment Request / Overload Request**

**TO:** Select Dean  
College of Select College

**DATE:** \_\_\_\_\_

**FROM:** Department/School of \_\_\_\_\_

**Subject:** Select Subject

**Term:** Select Term

**Year:** \_\_\_\_\_

I request that the following payment for teaching courses listed below be made to:

**Name:** \_\_\_\_\_ **CWID:** \_\_\_\_\_ **Total Salary:** \_\_\_\_\_  
(as it appears on Social Security Card)

**Effective Appointment Date:** \_\_\_\_\_ **Rank:** Select Rank **If Part-Time Appointment, % Employed:** \_\_\_\_\_ %

**Last semester appointee taught:** \_\_\_\_\_

**Has appointee's transcript changed from last appointment?**  Yes  No  
If "Yes," please submit updated official transcript(s) with this request.

**Has more than one regular semester passed since applicant was appointed?**  Yes  No  
If "Yes," please submit updated vita with this request.

**Previously Retired:** \_\_\_\_\_ **If Yes, Name of Agency:** \_\_\_\_\_ **LA Agency Transfer:** \_\_\_\_\_ **Date Retired/Transferred:** \_\_\_\_\_  
(Yes or No) (Yes or No) (Month/Year)

**Teaching Load for PT Faculty:**

Subject Code	Course #	CRN	Credit Hours	Enrollment	Method	Part of Term	Payment Amount
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	

**If Overload Request for current faculty member, indicate below their current teaching load:**

Subject Code	Course #	CRN	Credit Hours	Enrollment	Method	Part of Term
					Select Method	Select Term
					Select Method	Select Term
					Select Method	Select Term
					Select Method	Select Term
					Select Method	Select Term

**Overload Course(s):**

Subject Code	Course #	CRN	Credit Hours	Enrollment	Method	Part of Term	Payment Amount
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	
					Select Method	Select Term	

**Justification for Overload:** \_\_\_\_\_

**Dean's Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email to be sent to AOF with copy of appointment letter, HR Employment Forms, & Access Forms.**

**Note – include “READ RECEIPT” when this email is sent to assure that the AOF received it.**

Welcome to the ULM Faculty!

Please find attached a copy of your ULM <Term Year> appointment letter. Your original appointment letter and a **Background Screening Notification and Authorization Form** have been mailed to your home address.

To complete the process of your appointment:

1. Print and sign your appointment letter.
2. Print, complete, and sign the ten employment forms located at the following link (<http://ulm.edu/hr/policies/forms/OnlineAdjunctFacultyPacket.pdf>)
3. Print, complete, and sign the two attached forms - *ULM Computing Center Access Request Form* and *Banner Access Request – Student Module Form*. A Computing Center Staff Member will contact you with your ULM email address and Campus Wide ID once these forms have been processed. After your ULM email address has been provided, all future correspondence will be sent via the ULM email address.
4. Obtain notarized copies of your social security card and driver’s license (if expiration date is on the back, please copy as well).
5. Either scan all of the above documents and email to {Administrative Assistant’s Name - AA's email address} or fax to the attention of {Administrative Assistant’s Name} at (318) 342-XXXX within five business days of receiving this email.
6. Return the signed original letter and completed **Background Screening Notification and Authorization Form** by mail to:

Administrative Assistant’s Name  
College of XXXX  
University of Louisiana at Monroe  
Building, Room #  
Monroe, LA 71209-XXXX

We must receive all of the above to complete the employment process.

Adherence to this request will allow you, as an adjunct online faculty member, an opportunity to begin the semester with the essential tools, resources, and technology access needed for your class and workspace.

If you have any questions, please feel free to contact us.

(Administrative Assistant’s Signature block)

**ULM COMPUTING CENTER**  
**ULM Access Request for Adjunct Online Faculty**  
 (To be completed by Dean/Department Head/Director)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

CWID: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Email Access**

Has ULM email access: \_\_\_\_\_  Requesting ULM email access  
*If individual has a ULM email account please enter address above*

**for Computing Center use only**

ULM Email Address: \_\_\_\_\_ Password: \_\_\_\_\_ Date: \_\_\_\_\_

Email Administrators Approval: \_\_\_\_\_

**Computing Center Policy Statement**

- I will use the ULM Computing Center facilities for purposes associated with my official duties or studies at the University only.
- I will not allow other persons to use my account and acknowledge that providing other persons with access in such a manner is considered a serious violation of my obligations.
- I understand that I have an obligation to protect University hardware, software and data. I will not attempt to gain access to accounts, data or other systems for which I have no authorization.
- I understand the ULM Computing Center is co-owner of all files on the system and has all rights to those files.
- I understand that any violation of these terms and conditions, abuse of equipment, breach of security or use of systems to intimidate or harass others will result in loss of privilege to use the system and that serious offenses will result in more serious disciplinary action.
- I have read the above statements and agree to abide by the computer use policies of the University of Louisiana at Monroe.

**By signing this form, I verify I have read and understand the Computing Center Policy Statement.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Department Head/Director authorizing this request: \_\_\_\_\_  
*Please Print*

Signature of Dean/Department Head/Director: \_\_ Date of Authorization: \_\_\_\_\_



# BANNER ACCESS REQUEST STUDENT MODULE

## USE THIS FORM FOR ONLINE FACULTY ONLY

NAME: \_\_\_\_\_ CWID: \_\_\_\_\_ PHONE: \_\_\_\_\_

ULM EMAIL ADDRESS: \_\_\_\_\_ FACULTY RANK: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**Generally, this request is to:**  establish Banner Student access  replace current Banner Student access  
 Grant additional Banner Student access  remove current Banner Student access

**Please indicate specific access you are requesting:**

- 1. View access to:
  - General person information (names, addresses, phone #s, email, holds)
  - General student information (college, major, degrees, registrations, grades, academic standing, transfer credits, class lists)
  - Applicant and/or admission information (admissions applications, test scores, prior institutions)
  - Catalog and class schedule information (course titles & descriptions, pre-requisites; time/days taught, instructor of record, maximum enrollment)
- 2. Do you need set up to view:
  - Banner Student reports in ePrint
  - Web Self Service for:
    - Faculty  Advisor  Academic Administrative Employee
- 3. Do your job duties justify update access to:
  - Student registration permit/override for pre-requisites or full classes
  - Clear/set registration holds for students

**By signing this form, I verify that I have read the policy statements on the second page and understand them.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BANNER SELF SERVICE SETUP ~ TO BE COMPLETED BY ACADEMIC DEAN'S OFFICE**

SIAINST set up by \_\_\_\_\_  
Signature, Academic Dean's Representative Date

\_\_\_\_\_  
Signature, Employee's Dean/Department Head

\_\_\_\_\_  
Signature, Student Admission Authorizing Agent

\_\_\_\_\_  
Signature, Student Records Authorizing Agent

## **Policy Statements:**

1. BANNER data is the property of University of Louisiana Monroe. Access to BANNER data is restricted to authorized personnel only. Unauthorized access is prohibited.
2. BANNER data will be used for official University business only. Specific non-University business use of BANNER data may be authorized under other official University policy. Unless specifically permitted by another official University policy, the use of BANNER data for personal gain or curiosity, or another's personal gain or curiosity, is prohibited.
3. Persons, and processes, accessing BANNER data will uphold the confidentiality and privacy of individuals whose data they access and observe any laws, regulatory requirements, policies and ethical restrictions that may apply with respect to their accessing, using or disclosing such information.
4. Persons, and processes, with access to BANNER data, regardless of its form (electronic or print), will insure that all reasonable and prudent measures are taken to protect the data from theft and unauthorized or accidental viewing, copying, downloading, modification or destruction. The data must be protected while in use, in transit and in storage. The University Computing Center (UCC) is to be notified immediately in the event the security of any BANNER or other administrative data is compromised.
5. Anyone in the service of the University, with a genuine business or educational need, may be authorized to access the BANNER data necessary to perform their duties. An individual's access to BANNER data will be removed when the individual leaves the service of the University or during an extended absence. Supervisors are to notify the UCC at (318) 342-5015 and the Office of Human Resources (318-342-5140) immediately when an individual, including student employees, leaves their service or begins an extended absence.
6. BANNER Module Owners have the sole authority to authorize access to the data within the modules they administer. Module Owners are encouraged to use the principle of least privilege when authorizing access to their module data.



## **Human Resources Employment Forms for Adjunct Online Faculty**

The employment forms, found at <http://ulm.edu/hr/policies/forms/OnlineAdjunctFacultyPacket.pdf>, must be completed for new online adjunct faculty upon acceptance of employment to better serve university students and allow sufficient time for faculty to prepare for the first day of the semester. Please return the employment forms listed below with your acceptance letter by the deadline date indicated in your appointment letter. Adherence to these procedures will allow you, as a faculty member, an opportunity to begin the first day of the semester with the essential tools, resources, and technology access needed for your class.

The employment forms to be returned with your acceptance letter are listed below. All employees must provide a notarized copy of social security card or passport, and driver's license or other form of government identification as indicated on the I-9 Employment Eligibility Verification.

Personal Data Form

Nepotism Form

Form I-9 Employment Eligibility Verification

Form L-4 Employee Withholding Exemption

(State) Form W-4 Employee Withholding

Allowance (Federal) Direct Deposit Authorization

Recoupment of Overpayment

Timely Payment of Wages Notification

New Employee Benefits Checklist

Policy Acknowledgement Receipt



<YEAR> Wintersession Faculty Request

Date:

College	Dept.	Faculty Name	PT/OL	Course-CRN	Sem.Hrs.	# of Students Enrolled	9 month Salary Rate	Wintersession Salary	Tuition *	Difference	
AA	AAHP	Smith, John	OL	AA 1001-23456	3	30	\$30,000	\$2,175	\$17,730	\$15,555	example
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
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								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
								\$0	\$0	\$0	
Totals								\$2,175	\$17,730	\$15,555	

Salary: 7.25% per 3 hour course with a cap of \$3,400.

\* - Undergraduate Tuition Calculation: *current rate per hour* X # credit hours X # enrolled.

**NOTE:** formula in spreadsheet is for undergraduate tuition calculations. If course is graduate level, please change the amount in the formula to *current rate per hour*.

\* - Graduate Tuition Calculation: *current rate per hour* X # credit hours X # enrolled.

ULS-105  
(11/96)

**UNIVERSITY OF LOUISIANA SYSTEM**  
**NON-CLASSIFIED PERSONNEL CHANGES**  
**WINTERSESSION APPOINTMENTS**

INSTITUTION University of Louisiana at Monroe  
DATE SUBMITTED  
BUDGET/FORM CODE Operating J-1  
EFFECTIVE DATE *Dates of Wintersession*

<YEAR> Wintersession

Budget Position Affected		Full name of Employee	Rank, Position, Title, Department	Qualifications			9 mo. Salary Rate	Wintersession Salary	Percent Emp.	Number of Students	Remarks
Page No.	Item No.			Deg. Held	Prof. Exp						
					Here	Total					
<b>Total - College of</b>											

**M Form Procedures  
&  
Guide to Completing  
Payroll Action Form - M**

## The University of Louisiana at Monroe

### PAYROLL ACTION FORM – M PROCEDURES

The “Payroll Action Form – M” (M form) must be completed:

1. on all newly appointed unclassified employees or faculty. The processing of this form must be started in sufficient time for the completed form to be received in the Payroll Office by the 20<sup>th</sup> of the first month of employment for the unclassified employee/faculty to receive their first payroll check. Documents received by Payroll after the 20<sup>th</sup> of the month will not be processed until the following month. If the 20<sup>th</sup> falls on a weekend or holiday, the deadline is the Friday before the 20<sup>th</sup>.
2. when there is any change to an existing appointment. If there is a change in salary, the form must be received in the Payroll Office by the 20<sup>th</sup> to be reflected on that month’s paycheck.
3. for appointments on grants, part-time appointments, appointments made by semester, summer session, or wintersession, or similar circumstances.
4. when an employee enters or exits Drop. When the employee enters Drop, the effective and ending dates reflect the period in which retirement will not be deducted. When the employee exits Drop, the effective date is the first day the employee will return to paying retirement.
5. when an employee is placed on FMLA. When an employee placed on FMLA, a form should be submitted with supporting documentation indicating the date FMLA begins. When the employee returns to work, a form should be submitted indicating that the employee is returning from FMLA.
6. when an employee resigns, retires, is terminated. When an employee resigns or retires, they should submit a letter to their supervisor indicating such and give the date this action would be effective. The effective date for retirement would be their last working day. If an employee is terminated, an at-will letter is sent to the employee indicating the effective date of termination.

#### **Disbursement of Paychecks:**

Paychecks are disbursed the last banking day of the month. Exceptions to this are the disbursement of 9-month faculty paychecks at the end of a semester (Fall - December or Spring - May), the end of the first summer session, or the end of the second summer session. For these periods, paychecks are disbursed on the date grades are due in the Registrar’s Office. Also, payment to faculty for teaching wintersession courses will be included in the faculty member's January paycheck.

***Please remember that the completed “Payroll Action Form – M” is sent to and approved by several offices (Approving Agent, Vice President, Office of Business Affairs, Human Resources, and possibly Grants and Contracts or the Foundation) before being remitted to Payroll. As a rule of thumb, you should plan on at least one day for each office to process the form and at least one-half day to forward it to the next office. You must follow the payroll due dates shown above to allow sufficient time for processing. Processing of this form must be started in sufficient time for it to be completed and received in the Payroll Office at least 10 days before the paycheck disbursement date. Please plan accordingly.***

## THE UNIVERSITY OF LOUISIANA AT MONROE

### A GUIDE TO COMPLETING THE PAYROLL ACTION FORM - M

Instructions for completion of each section of the “Payroll Action Form – M” are given in this guide. Also, included are explanations of the information needed in each section. This form is an essential part of the ULM employment process.

#### INITIAL APPOINTMENT

Certain information in the sections on the “Payroll Action Form – M” is required for the initial appointment. All items underlined below in each section **must be completed**. The other information in the sections should be completed as instructed.

EMPLOYEE

**Legal Name:** Complete Name – First, Middle, Last in this order, as it appears on Social Security card.

**SSN or CWID:** Enter **SSN** for new employees only. Enter the **CWID** for current employees and reappointments.  
**Please be sure to verify that the correct SSN / CWID is entered.**

**Home Address & Home Phone:** Local information or current information at the time the form is completed.

**ULM Email:** ULM Email address is required of all ULM employees. This may not be assigned at the time this form is completed. **Enter only ULM email addresses.**

**Office Location and Office Phone:** Indicate building and room number and office phone number.

**Previously Retired from LA Agency; If Yes, Name of LA Agency;**

**LA Agency Transfer; Date Retired/Transferred:** These must be completed on all new appointments and reappointments.

**Home Address, Home Phone, Office Location, Office Phone, and ULM Email should be completed.**

NOTE: If the Employee has a change in name, home address, and/or home phone, the employee must complete a **Name/Address Change Form** found on the ULM forms page, <http://www.ulm.edu/forms> under the Human Resources section, to update their file.

**This section must be completed for each employee's initial appointment.**

**Action:** New Appointment - Initial appointment at ULM – employed at ULM for the first time.

Reappointment - continued appointment for the academic year (9 months) or fiscal year (12 months) or a reappointment of a previous ULM employee.

Salary Change – any change to salary after the initial appointment.

Resignation – resigning position.

Retirement – retiring from ULM.

Termination – appointment is ending.

Other – specify (i.e., “title change only” "Beginning FMLA") (Use **Remarks** if more space is needed.)

Documentation should always be attached – i.e., a copy of letter accepting appointment, letter of resignation, letter indicating retirement, etc.

**Effective Date:** beginning date of action indicated on the form. If an employee separates from employment (resigns, retires, or terminates), this date should be the last complete day of pay status.

**Ending Date:** Ending date of action for appointments which will not be continued the next academic year or fiscal year, such as, appointments by semester or summer session, appointments on grants, etc. No ending date should be entered for an appointment which will be continued the next academic year (9 month) or fiscal year (12 month).

**Salary Rate:** The actual gross amount to be paid for the period indicated. Appointments that are temporary or short appointments may need further clarification (use **Remarks** section if more space is needed).

**Salary Rate Period:** Indicate the time period the salary rate is to be paid (i.e., 12 mo., 9 mo., 2011 Fall only, 2011 First Summer Session, month of June only, etc.).

**ULS Approval No.:** ULS Control Number assigned to “Unclassified Position Description, Justification and Certification Form (Pre-Approval Form) for approval of a new position, updated position, or the replacement of a previous incumbent in a position.

**Position Title:** An unclassified employee's position or a position a faculty member may hold in addition to their faculty rank. (Limit the title to 30 characters).

**Full/Part-Time:** Full-time unclassified appointments and 12 month faculty appointments = 40 hours per week.  
Part-time unclassified appointments < 40 hours per week.  
Full-time faculty appointments are:  
9 month faculty holding an administrative appointment (i.e., academic dept. head or director).  
9 month faculty holding instructor rank who teach 15 hours per semester.  
9 month faculty holding rank other than instructor who teach 12 hours per semester.  
Anything less is a part-time appointment.  
Full-time summer session appointments are:  
Faculty holding any rank who teach 6 hours per session.  
Anything less is a part-time appointment.

**Percent of Time:** Full time is 100%. Unclassified and 12-month faculty are based on 40 hours per week.  
9 month faculty are 100% if they are full time.  
% of time for less than 100% should be calculated based on the information given above in **Full/Part-Time**.

**Years Experience:** ULM - number of years experience employee has at ULM.  
Total – number of years professional experience employee has in their field.

**New or Vacant Position:** Indicate if this is a new or vacant position.

**Previous Incumbent:** If it is a vacant position, indicate the previous incumbent.

**Ending Date** should be completed only if this is for an appointment which will not be continued the next academic year or fiscal year, such as, appointments by semester or summer session, appointments on grants, etc.

**Previous Incumbent** should be completed if it is a vacant position.



**This section must be completed for all employees' initial appointment.**

**Highest Degree Earned:** Doctor of Philosophy or Master of Arts, etc. (may use designations such as PhD, MA, etc.).

**Date:** Indicate month and year degree was awarded (10/2010).

**Terminal Degree:** Is the highest degree earned a terminal degree? Answer "Yes" or "No."  
A 'terminal degree' is the highest earned degree in a particular discipline.  
In most cases, this is the PhD, but there are other terminal degrees as well  
(i.e., the EdD in Education, the MFA in Fine Arts, and the MSW in Social Work, etc).

**Degree Discipline:** Major/Discipline of awarded degree.

**Degree CIP Code:** Code of Degree Major/Discipline. The CIP Codes can be found on the ULM Forms Page,  
<http://www.ulm.edu/forms/> under **Academic Affairs – Hiring within the Academic Colleges.**

**Institution of Highest Degree:** Complete name of the institution highest degree was earned.

**Location:** City and state the institution is located.

**Hrs Over Masters:** Hours completed after the master's degree prior to completion of a doctorate. This should be completed only for those who have completed hours after the master's degree but have not completed a doctorate.

**Only complete this section for employees who hold faculty rank.**

**Tenure Status:** Tenured **or** Tenure Track **or** Non-Tenure Track

**Tenure Review Date:** Academic year faculty member will go up for tenure (i.e., 2011-12). Refer to Faculty Handbook for tenure procedure.

**Date Tenured:** Semester tenure was granted (i.e., 2011 Fall).

**Tenure Discipline:** The faculty member's academic discipline at the time tenure is granted.

**Tenure CIP Code:** Code of Tenure Discipline. The CIP Codes can be found on the ULM Forms Page,  
<http://www.ulm.edu/forms/> under **Academic Affairs – Hiring within the Academic Colleges.**

**Teaching Discipline:** The primary subject faculty member teaches.

**Teaching CIP Code:** Teaching Discipline Code. The CIP Codes can be found on the ULM Forms Page,  
<http://www.ulm.edu/forms/> under **Academic Affairs – Hiring within the Academic Colleges.**

**Academic Rank:** Instructor **or** Assistant Professor **or** Associate Professor **or** Professor  
**or** Visiting **"one of the above ranks"**  
Part-time faculty are not Adjunct. The academic rank for a part-time appointment should be one of the following: Instructor, Assistant Professor, Associate Professor, or Professor. This is determined by their academic qualifications.  
There are some colleges that have clinical faculty appointments. These faculty hold one of the ranks listed above and include the rank of clinical, such as, "Clinical Assistant Professor."

**Rank Date:** Date of the full-time faculty member's appointment at the rank indicated on the form (i.e., August 2011).

**Tenure Review Date** should be completed for those on tenure track appointments.

**Date Tenured** should be completed for those who have been granted tenure at ULM.

**Tenure Discipline** and **Tenure CIP Code** should be completed for those who have been granted tenure at ULM.

**This section must be completed for all employees.**

**Assigned Department:** Department employee is appointed.

**Division:** Division department is in (i.e., Academic Affairs, Business Affairs, Student Affairs, Executive VP).

**Assigned Department ORG Code:** Department Banner Org # for the department employee is appointed.

**Payroll Budget Code(s):** Budget that salary is to be paid from - include Index, Fund, Org, Program, Banner Account, and salary amount. If more than one budget, list each budget and amount.

**Requesting Agent:** Type or print name of the requesting agent required to sign the form. If more than one Payroll Budget Code is indicated, the requesting agent for each budget must sign the form on the signature lines below the typed or printed names.

**Approving Agent:** Type or print name of the approving agent required to sign the form. If more than one Payroll Budget Code is indicated, the approving agent for each budget must sign the form on the signature lines below the typed or printed names.

**REMARKS**

Any additional information that is necessary or helpful for the processing of this form should be included here.

**These two sections will be completed by Business Affairs and Payroll.**

BUSINESS AFFAIRS USE ONLY	PAYROLL USE ONLY
Position Title:	Entered By:
Position Number:	Date:

**ROUTING: Requesting Agent to Approving Agent to Vice President to Business Affairs to Human Resources to Payroll.**

The form must have all required signatures and be routed as instructed below.

***Sending the form directly to Payroll without all required approvals will result in it being returned to the requesting agent.***

**Routing on the Payroll Action Form – M:** Requesting Agent to Approving Agent to Vice President to Office of Business Affairs to Human Resources to Payroll.

Depending on the division, the Approving Agent may be the Vice President in some instances.

**If this is to be paid from a Foundation Payroll Budget Code,** the routing will be: Requesting Agent to Approving Agent to Foundation to Grants and Contracts to Vice President to Office of Business Affairs to Human Resources to Payroll.

**If this is to be paid from an account with a fund # beginning with 2 or 8,** the routing will be: Requesting Agent to Approving Agent to Grants and Contracts to Vice President to Office of Business Affairs to Human Resources to Payroll.

**CHANGE IN APPOINTMENT**

After the “Payroll Action Form – M” for an employee’s initial appointment is submitted, the form should be completed only when there is a change in the appointment.

When there is a change in the appointment, you **must complete** the following information in these sections:

**EMPLOYEE:** Name and CWID

**ACTION:** Action and Effective Date

**BUDGET/PAYROLL:** Entire Section

Then, enter the information change(s) on the form. Please **bold** or **highlight** all information being changed.