



University of Louisiana at Lafayette

Personnel Action Form

Official Effective Date
(HR USE ONLY)

Full Name (Last, First, MI) Guillory Joshua S
 Department Name Economics & Finance
 Job Title Adjunct Instructor
 Name & ULID of Supervisor Sarah J. Skinner
 Assigned Department # 2220

ULID or SSN [REDACTED]
 Date of Birth [REDACTED]
 Proposed Effective Date 01/10/2022
 ReqID _____
 New Position: Yes No
 (If No, Incumbent TBN) _____

Street: [REDACTED]
 City [REDACTED] State [REDACTED] ZIP [REDACTED]

Contact Email: [REDACTED]
 Home Phone: [REDACTED]

ACTION TO BE TAKEN (Choose ONLY one of the four in bold)

New Hire **Rehire** **Continuing Appointment** (Attach Resume/Application)

Transfer in? No Yes | If Yes from where? _____

Full Time
 Part Time Percent Employed _____ %
 Classified Unclassified
 Probational Staff
 Permanent Academic/Faculty -
 WAE (1245 hours Tenure Track? Yes No max)
 Emergency Temporary End Date: _____

Temporary (Pooled Position/Adjunct)
 From 01/10/2022 To: 05/13/2022
 Full Time Part Time Percent Employed 20.00 %
 Academic/Faculty
 Temporary Part-time (Formerly Casual Labor)

Check if this is a retiree returning to work

Graduate Teaching Assistant Doctoral Fellow
 Graduate Research Assistant Masters Fellow
 Graduate Assistant Tuition Waiver Only
 Student Worker Federal Work Study

Appointment Period:
 Fall & Spring Semester
 Fall Semester Fall Break
 Spring Semester Spring Break
 Summer Session Summer Break
 Other: _____

of hours working per week: _____

Job Change/Modify Appointment
 Department Change Interim Appointment
 Promotion (Classified only)
 Position Change/Reallocation
 Probation to Permanent Granted Not Granted
 LWOP From: _____ To: _____
 LWP From: _____ To: _____

Salary Adjustment/Pay Rate Change (attach justification)
 Base Pay Special Pay
 Variable Pay Other
 Extra Compensation Summer Pay

Home Dept Supervisor Approval: _____
 (For Extra Comp Only)

Termination/Agency Transfer Out/Cancel Appointment
 Resignation Dismissal
 Retirement Expiration of Appointment
 Death Cancellation of Appointment
 Transfer to: _____

WORKLOAD AY

Sem	Course#	Sec.#	Credit Course	Title
Sp22	BLAW 310	008	3	Legal Environment of Business
Activities (i.e. advising, research, scholarship)				

COMMENTS/JUSTIFICATION:

To teach BLAW 310-008 for Spring 2022 semester.

Pay Rate: \$ 3,200.00 Indicate If: Hourly Academic Year (9 mo.) Semester Spring 2022
 Monthly Annual Year (12 mo.) Other _____
 Does Not Earn Leave

Funding Source:

Main Operating Account: 1000-2220 100.00 % Other: _____ %
 Other: _____ % Other: _____ %
 Other: _____ % Other: _____ %
 Other: _____ % 100.00 %

Adjunct Faculty Funds: Graduate Assistant, Tuition Waiver: Yes No Dept. # Charged _____

Tenure Probationary Period: _____ Tenure Review Code: _____
 (PROVOST OFFICE USE ONLY)

Reset Form

EDUCATIONAL DEGREES:				
Degree	Date	University	CIP Code	Major Area
JD	05/2011	Southern University Law Center	22.0101	Law
BS	12/2004	University of Louisiana at Lafayette	52.1401	Marketing

Total years of full-time teaching experience (excluding G.A.): _____ Other: _____
 Of the total, list number of years at UL Lafayette: _____
 Total years of other professional-related experience: _____ Other: _____
 Of the total, list number of years at UL Lafayette: _____

List Recent Related Positions:

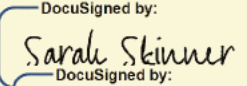
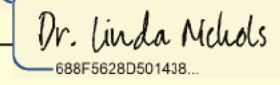
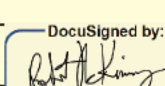
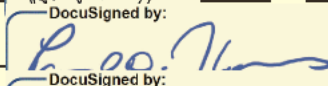
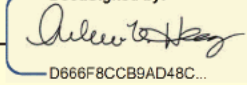
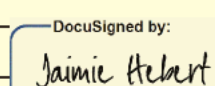
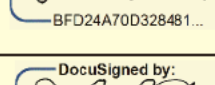
Dates	Employer	Position
01/2020 to	Lafayette Parish	Mayor-President
05/2011 to 12/2019	Law Office of Joshua S. Guillory	Lawyer

If employed previously at UL Lafayette, indicate date Fall 2021 Department Economics & Finance
 Candidate meets the SACSCOC teaching criteria (check only one of the four primary options):

- | | |
|--|---|
| 1. <input type="checkbox"/> By Degree (Undergraduate Only) | 4. <input type="checkbox"/> By other Qualifications (check all that apply) <i>attach justification and evidence</i> |
| 2. <input checked="" type="checkbox"/> By Terminal Degree (Undergraduate and Graduate Level) | <input type="checkbox"/> Professional Experience <input type="checkbox"/> Honors and Awards Scholary |
| 3. <input type="checkbox"/> Does not include instruction | <input type="checkbox"/> Excellence in Teaching <input type="checkbox"/> Publications |
| | <input type="checkbox"/> Licensure <input type="checkbox"/> na |
- Pending receipt of official transcript from: na by: _____

DEGREE DESIGNATIONS (Budgetary Purposes): [B; M; M+1; M+2; ABD; D] D

Personnel Action Form Approvals

Routing Order	Print Name	Signature	Submission Date
(1) Submitted By:	<u>Julie B. McNulty / Shirlane Sam</u>	_____	<u>12/06/2021</u>
<i>By signing I acknowledge that an official employment offer must not be made prior to final approval of the action by the President and that completion of all required employment documents must be verified through Human Resources prior to the employee's first day. Failure to do so may result in disciplinary action.</i>			
(2) Department Head/Director:	<u>Dr. Sarah J. Skinner</u>	 DocuSigned by: _____	<u>12/10/2021</u>
(3) Dean of College (If Applicable)	<u>Dr. Linda Nichols</u>	 DocuSigned by: _____	<u>12/14/2021</u>
(4) Dean of Graduate School (If Applicable)	<u>Not Applicable</u>	_____	_____
(5) Faculty Affairs (Academic Affairs Only)	<u>Robert McKinney</u>	 DocuSigned by: _____	<u>12/15/2021</u>
(6) CHRO/EEO:	<u>Paul D. Thomas</u>	 DocuSigned by: _____	<u>1/4/2022</u>
(7) Budget/SPFAC (SPFAC-Restricted Accounts Only)	<u>Budget/Finance</u>	 DocuSigned by: _____	<u>1/6/2022</u>
(8) Vice President:	<u>Dr. Jaimie Hebert</u>	_____	_____
(9) Provost (If Applicable)	_____	 DocuSigned by: _____	<u>1/6/2022</u>
(10) President:	<u>Dr. E. Joseph Savoie</u>	_____	_____
(11) Vice President, Administration:	<u>Jerry Luke LeBlanc</u>	 DocuSigned by: _____	<u>1/8/2022</u>

1000-2220-610106-10 Use position A1220

For HR & Budget Use Only:

Position Information: Incumbent CLID: _____ EEO Number: _____

Job Code _____ Position Number _____

Position Title _____

FLSA Exempt Non-Exempt Background Check Submitted: Yes No Completed Date: _____

Date Offer Made: _____ Date Offer Accepted: _____ Start Date: _____ On-boarding Date: _____