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# SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

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## MEETINGS

9 A.M.

FRIDAY, OCTOBER 23, 2015

2ND FLOOR, J.S. CLARK ADMINISTRATION BUILDING  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE, LOUISIANA 70813

## PERSONNEL AFFAIRS COMMITTEE

(following Finance Committee)

Friday, October 23, 2015

Southern University Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items

### A. Approval of Personnel Action on Positions greater than \$60,000

Name	Title/Campus	Salary
Fareed Dawan	Assistant Professor, Mechanical Engineering <b>New Appointment/SUBR</b>	<b>\$70,000</b>
Carlos Thomas	Asst. Professor of Management & Marketing <b>Transfer, SUBR</b>	<b>\$88,000</b>
Rahim A. Smith	Academic Counselor/Instructor of Law <b>New Appointment, SULC</b>	<b>\$65,000</b>
Wendy Shea	Associate Professor of Legal Analysis & Writing <b>Promotion, SULC</b>	<b>\$81,885</b>
Angela Allen-Bell	Associate Professor of Legal Analysis & Writing <b>Promotion, SULC</b>	<b>\$81,885</b>
Tracie Woods	Associate Professor of Legal Analysis & Writing <b>Promotion, SULC</b>	<b>\$81,885</b>
Shelia Duplechain DeRouen	<b>Director, Title III</b> <b>New Appointment, SUBR</b>	<b>\$83,000</b>
JoAnn Brown	Director, Academy of Excellence/Grantwriter <b>New Appointment/SUSLA</b>	<b>\$65,000</b>

### B. Recommendation for Tenure & Promotion, SUSLA

1. Kim Newlen-May

6. Other Business
7. Adjournment

JOB CLASS				
JOB CODE				
CAL. ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	F	9	8	0	9
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

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

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

RECEIVED

**Profile of Person Recommended**

Length of Employment August 10, 2015 To May 8, 2016  
 Effective Date August 10, 2015

Name Fareed Dawan SS# xxx-xx-2674 Sex M Race\* Black  
 (Last 4 digits only)

Position Title: Assistant Professor Department: Mechanical Engineering

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

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

Years Experience <u>15 years</u>	Southern University Experience <u>5 years</u>		
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>Ph.D.</u>	<u>Mechanical Engineering</u>	<u>Louisiana State University - Baton Rouge</u>	<u>2014</u>
<u>M.E.</u>	<u>Mechanical Engineering</u>	<u>Southern University - Baton Rouge</u>	<u>2006</u>
<u>B.S.</u>	<u>Electrical Engineering</u>	<u>Louisiana State University - Baton Rouge</u>	<u>2002</u>

Current Employer Southern University-Baton Rouge

**Personnel Action**

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

Recommended Salary 70,000.00 Salary Budgeted 70,000.00

Source of Funds Southern University Mechanical Engineering Budget # 211001-22685-61003-21000

Identify Budget: 211001-22685-61003-21000 Location Mechanical Engineering  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # 1

Change of:  
 Position From Research Associate To Assistant Professor (non-tenure track)  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-22685-61003-21000	\$70,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> <u>10/04/15</u> Supervisor Date	<u>[Signature]</u> <u>10-8-2015</u> Dean/Unit/Head Date
<u>[Signature]</u> <u>10/9/15</u> Vice Chancellor Date	<u>[Signature]</u> <u>10/9/15</u> Chancellor Date
<u>[Signature]</u> <u>10/9/15</u> Director/Personnel Date	<u>[Signature]</u> <u>10/9/15</u> Vice President/Finance Business Affairs/Comptroller Date
<u>[Signature]</u> _____ President Date	_____ Chairman/S.U. Board of Supervisors Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

**COMMENTS:** It is requested that Dr. Fareed Dawan be engaged at the Assistant Professor rank in the Mechanical Engineering Department in the area of materials science. This is a non-tenure track position which will start in the Fall 2015 semester and continue until the end of the Spring 2016 semester. The effort of this position will be at a level of 100%. Besides having a Ph.D. in Mechanical Engineering, Dr. Dawan has a solid background in the materials science area, extensive work with micro- and nano-sized structures and their fabrication, an undergraduate degree in electrical engineering, and five years of administrative experience. The request is motivated by the fact that the Mechanical Engineering Department has lost several faculty members (Drs. Burnis, Wang, Razi, Woldesenbet, and Diwan) since 2010 without replacement. Furthermore, Dr. Karen Crosby is currently on assignment with the National Science Foundation (NSF) in Washington, D.C. as a Program Director until the middle of the Fall 2016 semester. Consequently, support is required for the Fall 2015 and Spring 2016 semesters in order to properly teach undergraduate and graduate courses in the specialty areas of mechanical engineering. Additionally, the Accreditation Board for Engineering and Technology (ABET) has a program requirement of having faculty with expertise in the four sub-disciplines of mechanical engineering. Dr. Dawan's engagement will strengthen our case with them regarding adequate sub-discipline coverage. His familiarity with our program, his ability to teach and engage our students, and his research expertise in the material's science area will add value to the program. The suggested salary is based on 2013-2014 SREB engineering faculty salary averages for Assistant Professors in a four-year Type 3 institution.

The actual start date was the beginning of the Fall 2015 semester (August 10, 2015). He will work through May 8, 2016. Retroactive pay will be due Dr. Dawan for the months of August and September. This hiring (job transfer) process was initiated before the start of the semester. However, dialogue with our administrative offices has been ongoing regarding how to properly move forward with the process and concurrently satisfy the university's hiring requirements/rules.

Presently, the Mechanical Engineering Department is in the midst of it's 2015-2016 Cycle ABET Review.

<b>EMPLOYEE REGULAR WORK SCHEDULE:</b>	<u>Monday to Friday from 8:00 AM to 5:00 PM</u>
<b>EMPLOYEE DIRECT SUPERVISOR:</b>	<u>Dr. H. Dwayne Jerro</u>
<b>SUPERVISOR/DEPARTMENT CONTACT NUMBER</b>	<u>(225) 771-3580 and Dwayne Jerro@subr.edu</u>
<b>NUMBER OF EMPLOYEES SUPERVISED, (if any)</b>	<u>None</u>
<b>HR USE ONLY: STATUS (circle one):</b>	<input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT

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

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

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

**TYPE**

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

**SOUTHERN UNIVERSITY SYSTEM**

**BUDGET OFFICE**

CODE 211001-22685-01003-21000

US

RA

HI

J1

F1

F0

*[Signature]*

**FUNDS AVAILABLE**

OCT 09 2015

**Do Not Write Below This Area  
For Human Resource and Budgetary Control Use Only!**

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



RECEIVED

OCT 09 2015

ACADEMIC AFFAIRS  
SOUTHERN UNIVERSITY

College of Engineering and Computer Science  
Office of the Dean  
Suite 206, P.B.S. Pinchback Engr Building  
P. O. Box 9969  
Baton Rouge, Louisiana 70813-9969

Voice: (225) 771-5296  
FAX: (225) 771-5721  
<http://www.subr.edu/CECS>  
Email: [habib\\_mohamadian@subr.edu](mailto:habib_mohamadian@subr.edu)

Thursday, October 8, 2015

Dr. Lester Pourciau, System Vice President  
Human Resources  
Southern University System  
P.O. Box 10400  
J.S. Clark Administration Annex Building, 1<sup>st</sup> Floor  
Baton Rouge, LA 70813

Subject: **Request to Add Assistant Professor (non-tenure track) PAF for Dr. Fareed Dawan to October 23, 2015 Board of Supervisors Packet for Review and Approval**

Dear Dr. Pourciau,

This is a request that the Personnel Action Form (PAF) for Dr. Fareed Dawan be added to the Agenda of the October 23, 2015 Board of Supervisors Meeting. Because of the immediate needs of the Mechanical Engineering Program due to the loss of several faculty members and an upcoming ABET Accreditation Review and a November Visit, we are attempting to hire Dr. Dawan as an Assistant Professor (non-tenure track). This process was initiated before the start of the semester, and we have patiently worked with Human Resources to move forward with this process. With this letter I have included the Position Vacancy Authorization, a Position Announcement Wavier Request, a paper Personal Action Form (PAF), and Dr. Dawan's Resume. Dr. Dawan is an excellent candidate for this position, has a promising career, and we look forward to engaging him in our efforts.

Therefore, I ask that you consider adding him to the October Board Agenda. If you have any other questions or concerns, please let me know.

Sincerely,

Habib P. Mohamadian  
Dean, College of Engineering and Computer Science

Cc: Dr. Ray Belton, President/Chancellor  
Dr. VerJanis Peoples, Executive Vice Chancellor  
Dr. Patrick Carriere, Associate Dean, College of Engineering and Computer Science  
Dr. H. Dwayne Jerro, Chair, Mechanical Engineering





College of Engineering  
DEPARTMENT OF MECHANICAL ENGINEERING  
P.O. Box 9969

(225) 771-3580 PHONE  
(225) 771-4877 FAX  
www.subr.edu/ME WEB

MEMORANDUM

TO: Dr. Ray Belton, President/Chancellor

Cc: Dr. VerJanis Peoples, Provost and Executive Vice Chancellor  
Dr. Habib P. Mohamadian, Dean of the College of Engineering and Computer Science

FROM: H. Dwayne Jerro

DATE: Friday, September 18, 2015

RE: Request for Waiver on Position Advertisement for Temporary Assistant Professor Positions in the Department of Mechanical Engineering


I am writing this memo to request a waiver on the job/position advertisement for the two Temporary Assistant Professor Positions for the Department of Mechanical Engineering. Presently, we are attempting to immediately fill two positions in this department. The Mechanical Engineering department has lost several faculty members (Drs. Burris, Wang, Razi, Ouyang, Diwan, Woldesenbet, and Li) since 2010 without replacement. Dr. Ravinder Diwan's open position has not been filled since his retirement at the end of the spring 2014 semester. Furthermore, Dr. Karen Crosby is currently on assignment with the National Science Foundation (NSF) in Washington, D.C. as a Program Director until the middle of the Fall 2016 semester. We have two very highly qualified candidates, Dr. Faeed Dawan and Dr. Stephen Akwaboa, that have been a part of our department for the last five or more years in Research Associate level positions. Both are ready and able to fill the positions of Drs. Diwan and Crosby. Both have backgrounds and expertise in the materials science and thermal sciences area and hold doctoral (Ph.D.) degrees in Engineering Science or Mechanical Engineering. Their track-records are solid and they will perfectly fill the respective vacancy descriptions. The resumes of Drs. Dawan and Akwaboa accompany this memo.


Secondly, we are in the midst of our ABET Accreditation Review and preparation period. Our site visit is scheduled for November 6-8, 2015. Having both of the positions filled by Assistant Professor level persons will be important to our heavily "Professor" ranked faculty. Presently, ALL of our current teaching ME faculty hold a "Professor" rank. From an external review perspective, this fact does not reflect well for us in terms of program sustainability. Therefore, having two Assistant Professor level faculty, albeit temporary, will strengthen our case and show the University's commitment to the program and its growth.

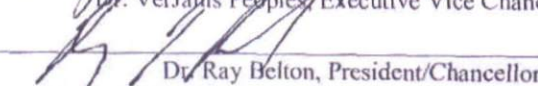
I apologize that this request has not come forward sooner. This process was initiated before the start of the semester, but we have been in continual dialogue with Human Resources regarding how to properly move forward with the process and concurrently satisfy their hiring requirements/rules.

Because of these facts, advertising for the position to seek someone else would not enable us to meet our immediate program teaching needs. So, I ask that you kindly consider and approve this request. If you have any questions regarding this matter, please contact me by telephone at 771-3580 or by email at Dwayne\_Jerro@subr.edu. Thank you in advance for your time and your positive consideration this request.

Attachments

Approved:  9/22/15  
Dr. Habib Mohamadian, Dean, College of Engineering and Computer Science

Approved:  9/22/15  
Dr. VerJanis Peoples, Executive Vice Chancellor

Approved:  9/22/15  
Dr. Ray Belton, President/Chancellor

SEP 24 PM 2:46  
SOUTHERN UNIVERSITY  
HUMAN RESOURCES

Baton Rouge, Louisiana 70813

"A People's Institution Serving the State, the Nation, and the World."

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

REQUEST THAT THE POSITION TITLE Temporary Assistant Professor AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR Mechanical Engineering Department  
 (Department or Unit)

<input checked="" type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Source of Funds
<input type="checkbox"/> Civil Service	<input checked="" type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> State
<input type="checkbox"/> Tenured	<input type="checkbox"/> Probationary (For Faculty this is same as tenure tracks)		<input type="checkbox"/> Grant -in-Aid
			<input type="checkbox"/> System Revenue
			<input type="checkbox"/> Agency Fund State

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

A (non-tenure track) position in mechanical engineering in the area of materials science is requested at the rank of ~~Temporary~~ Assistant Professor with a salary range of \$60,000 to \$70,000, starting in the Fall 2015 semester until the end of the Spring 2015 semester. Applicant should have earned a Ph.D. and a B.S. in Mechanical Engineering or a related field, be willing to engage in inspirational teaching in both the undergraduate and graduate levels, and have plans to develop active, externally funded research activity. The applicant must be presently authorized to work in the U.S. on a full time basis.

The mechanical engineering department has lost several faculty members (Drs. Burris, Wang, Razi, Li, Woldesenbet, and Diwan) since 2010 without replacement. Dr. Ravinder Diwan retired after the Spring 2014 semester. Consequently, his position needs to be temporarily filled for the Fall 2015 and Spring 2016 semester in order to properly teach undergraduate and graduate courses in the specialty areas of mechanical engineering. In addition, the ABET requirement of having faculty with expertise is barely satisfied in three of the four sub-disciplines of mechanical engineering. The salary range is based on 2013-2014 SREB engineering faculty salary averages for Assistant Professors in a four-year type 3 institution.

Salary/Range: \$60,000 to \$70,000 Previous Incumbent (if replacement): ~~Dr. Ravinder Diwan (Temporary)~~  
~~Replacement~~

Approved  Disapproved [Signature] 9/24/15  
 Department Head Date

Approved  Disapproved [Signature] 9/22/15  
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>FM</u>	Job Class: <u>28000</u>
<u>[Signature]</u>	9/24/15
Verified By:	Date:

Approved  Disapproved [Signature] 9/12/15  
 Vice Chancellor Date

Approved  Disapproved [Signature] 9/29/15  
 Chancellor/Vice President Date

Approved  Disapproved [Signature] 9/24/15  
 President Date

9/22/15  
 APPROVED FOR HUMAN RESOURCES  
 SOUTHERN UNIVERSITY  
 2015 SEP 24 PM 2:46

An Equal Opportunity Employer

# Fareed B. Dawan, Ph.D.

367 PBS Pinchback Engineering Bldg  
Department of Mechanical Engineering  
Southern University and A&M College  
Office: 225-771-2207  
Email: fareed\_dawan@subr.edu

**Profile** Mechanical engineer with extensive experience as a researcher, manager, assistant director, and instructor. Excellent communication skills evident through peer-reviewed publications, presentations, and conference proceedings. Self-motivated team player with leadership experience.

**Education** Ph.D., Mechanical Engineering, Louisiana State University, Baton Rouge, La May 2014  
Dissertation title: Nanotube Film-Enhanced 3-D Photoanode for Application in Microsystems Technology  
M. Eng., Mechanical Engineering, Southern University, Baton Rouge, La July 2006  
Thesis title: Fabrication and Analysis of a Functional Polymer Nanocomposite for MEMS/HARMS Applications  
B.S., Electrical Engineering, Louisiana State University, Baton Rouge, La. May 2002

**Professional Experience** **Adjunct Professor** Spring Semester 2015  
MEEN 229 – Statics and Dynamics for Electrical Engineers (4 credit hours)  
*Department of Mechanical Engineering, Southern University, Baton Rouge La*

- Lecture: Introduction to elementary particle and Newtonian mechanics; vector algebra; determination of resultants; equations of equilibrium, friction, centroids, particles kinematics and kinetics, relative motion, work-energy equation, linear and angular momentum, and impact.

ENGR 540 – Fundamentals in Engineering Materials (3 credit hours) Fall Semester 2014  
*Department of Mechanical Engineering, Southern University, Baton Rouge La*

- Lecture: Advance study of structure and composition of engineering materials in relation to the properties. This is a highly engaging graduate level course in which students are exposed to state-of-the-art fabrication tools and characterization techniques. Emphasis is placed on advanced materials and the “bottom-up” approach to design of atomic, micro-, and nano-scale materials.

MEEN 468 – Special Topics in Mechanical Engineering: Micro- and Nanofabrication and Applications (3 credit hours) Spring Semester 2014  
*Department of Mechanical Engineering, Southern University, Baton Rouge La*

- Lecture/Lab: The lectures were given at the Department of Mechanical Engineering at Southern University. The lab sessions took place at the Center for Advanced Microstructures and Devices (CAMD-LSU). Open to undergraduate and graduate students, students were given projects and received training to work in a class 100 clean room facility. The students presented their work at the CAMD Annual Users Meeting. Topics included the photolithography process, vacuum systems, thin-film deposition, etc.



**Assistant Director and Research Associate**

*Next Generation Composites CREST Center (NextGenC<sup>3</sup>), Southern University, Baton Rouge, La*

Jan. 2010  
- Present

My administrative duties include assisting in directing the mission and growth of the Center in Research, Education, and Outreach in part by:

- Managing a multi-million dollar budget and ensuring all federal grant requirements are met
- Assisting in the procurement of equipment and supplies
- Organizing advisory board meetings, conferences, compiling annual reports
- Supporting undergraduate, graduate, and post-doctoral students in research and administrative processing issues. Supervised many graduate and undergraduate students on their research
- Assisting in developing, updating, and maintaining the website
- Managed the 2012 Regional Science and Engineering Conference held at Southern University

My primary research duty is on developing multifunctional materials and fabrication processes for use in solar energy related applications and microsystems

**Research Associate 3 - Microlithography Process and Instrumentation Engineer**

*The Center for Advanced Microstructures and Devices (CAMD), Louisiana State University, Baton Rouge, La*

Nov. 2007  
- Jan. 2010

I served two roles, (1) as a clean room manager, and (2) as a process engineer. As a manager I:

- Managed a class 100 clean room facility
- Provided micro-fabrication customer service and research projects to ensure that project timelines are met, deliverables are produced, and that projects stay within the budgetary and other guidelines
- Was immediately responsible for over 20 microfabrication processing equipment and for the procurement and installment of new equipment
- Instructed and trained faculty, staff, and over 40 students/year on lithography processes and equipment
- Conducted studies to improve equipment operation and expand on equipment/process capabilities

Some of my duties as a process engineer included:

- Provided microfabrication services including LIGA, UV and X-ray lithography, mask fabrication, thin film depositions and surface modification, along with metrology
- Supported research in the area of nanolithography and enhanced etching procedures

**Research Associate 2**

- Provided microfabrication services including LIGA, UV and X-ray lithography, mask fabrication, thin film depositions and surface modification
- Supported research in the area of nanolithography and enhanced etching procedures
- Independently supervised two Research Experience for Undergraduate (REU) students with successful outcomes
- Worked flexible hours to meet customer demands and deadlines

Oct. 2006-  
Oct. 2007

**Research Assistant**

- Assisted in the development of a CD-based biochemical micro-detection system.
- Utilized a hydro-gel for the localization and immobilization of molecular compounds.
- Electrically and optically monitored and analyzed biological and molecular activity

May 2001  
- Oct. 2006

**Publications  
and  
Presentations**

***Peer-Reviewed Publications***

1. **Dawan, F.**, Morampudi, N., Jin, Y., Woldesenbet, E., "Hierarchical Fabrication of TiO<sub>2</sub> Nanotubes on 3-D Microstructures for Enhanced Dye-Sensitized Solar Cell Photoanode for Seamless Microsystems Integration", *Journal of Microelectronic Engineering*, DOI:10.1016/j.mee.2013.10.007 (2013)
2. **Dawan, F.**, Morampudi, N., Wicker, S., Jin, Y., Woldesenbet, E., "Characterization of a Nanotube Film-Enhanced 3-D Dye-Sensitized Photoanode", *Electronic Materials Letters*, Submitted (Sept. 2013)
3. **Dawan, F.**, Jin, Y., Goettert, J., Ibekwe, S., "High Functionality of a Polymer Nanocomposite Material for MEMS Applications", *Journal of Microsystems Technologies*, Vol. 14, No. 9-11, Pages 1451-1459 (2008)
4. Rusin, O., Alpturk, O., He, M., Escobedo, J. O., Jiang, S., **Dawan, F.**, Lian, K., McCarroll, M. E., Warner, I. M., and Strongin, R. M., "Macrocyclic-Derived Functional Xanthenes and Progress Towards Concurrent Detection of Glucose and Fructose", *Journal of Fluorescence*, Vol. 14, Pages 611-615 (2005)
5. Rusin, O., St. Luce, N., Agbaria, R. A., Escobedo, J. O., Jiang, S., Warner, I. M., **Dawan, F. B.**, Lian, K., and Strongin, R. M., "Visual Detection of Cysteine and Homocysteine", *Journal of the American Chemical Society, Communications*, Vol. 126, Pages 438-439 (2004)

***Recent Conference proceedings and presentations (6 of 20)***

1. **Dawan, F.**, Woldesenbet, E., "Solar Energy Research: Equalizer for a Developing World", Addis Ababa Institute of Technology, Addis Ababa, Ethiopia, Mar 22-Apr. 2 (2013)
2. **Dawan, F.**, Jin, Y., Woldesenbet, E., "Surface Deposition and Characterization of a 3D Photoanode for DSSC Applications", The Twentieth International Conference on Composites/Nano Engineering (ICCE-20), Beijing, China, July 22-28 (2012)
3. Morampudi, N., **Dawan, F.**, Woldesenbet, E., "Characterization of Ti/SU8 for DSSC", 2012 Regional Science and Engineering Conference, Baton Rouge, LA, April 4-5 (2012)
4. **Dawan, F.**, Brown, T. T., Woldesenbet, E., Jin, Y., Marcos, Y., "Photovoltaic Waveguide Polymer Composite", SES Technical Conference, Ames, IA, October 3-6 (2010)
5. **Dawan, F.**, Jin, Y., Goettert, J., Woldesenbet, E., "X-ray Lithography of a Magnetic SU8 for Electromagnetic MEMS Sensors", The Eight Annual Conference on High Aspect Ratio Micro Structures Technology (HARMST), Saskatoon Canada, June (2009)
6. **Dawan, F.**, Woldesenbet, E., "PNC-Based Micro-ECT Probe Array Realized by X-ray Lithography", National Science Foundation Joint Annual Meeting (NSF JAM), June (2009)

**Professional  
Activities  
and Awards**

***Professional Activities***

- Guest Speaker at the 2015 Inventive Ones: S.T.E.M. Summer Camp, Missouri City, Tx, July 23, 2014
- Served as an NSF proposal reviewer, February 2015
- Guest Speaker at the 2014 Inventive Ones: S.T.E.M. Summer Camp, Missouri City, Tx, July 23, 2014
- Represented Southern University as a judge at the Scotlandville Magnet High School and Engineering Academy Trade Show, April 29, 2014
- Attended the South Africa PhD Project Conference, National Research Foundation (NRF), American Association for the Advancement of Science (AAAS), Capetown, South Africa, September 27, 2012
- Vice President of the Black Graduate Professional Student Association (BGPSA) LSU Chapter (2011, 2012)
- Volunteered at the 2009 Undergraduate Research Symposium at Louisiana State University
- CAMD/LSU Users Committee student representative member (2004-2006)

***Awards***

- National Science Foundation Next Generation Composites CREST Center Scholarship recipient, January 2010 – 2013
- National Science Foundation Bridge to Doctoral Program Fellowship recipient, January 2008-2010
- Honorable Mention recipient in recognition of outstanding presentation at the Center for BioModular Multi-scale Systems Colloquium, Lod Cook Alumni Center, Louisiana State University, July, 2006
- Best Student Poster Award recipient of the Louisiana Materials and Emerging Technologies Conference, Institute for Micromanufacturing, December 12 -13, 2005
- Best Student Poster Award recipient of the Louisiana Materials and Research Conference, University of Louisiana at Lafayette, November 2003
- National Science Foundation Research Experience for Undergraduates (REU) Program participant, Summer 2002
- National Science Foundation Research Experience for Undergraduates (REU) Program participant, Summer 2001

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2	F	9	8	5	6
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

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

Previous Employee CARLOS THOMAS Reason Left CONTINUATION  
 Date Left MAY 9, 2009 Salary Paid \$ 73,000.00

**Profile of Person Recommended**

Length of Employment September 1, 2015 To May 13, 2016  
 Effective Date September 1, 2015

Name CARLOS THOMAS SS# S00017806 Sex M Race\* B  
(Last 4 digits only)

Position Title: AST PROF OF Mgmt & Mktg Department: MGMT & MKTG

Check One  Existing Position  New Position  
 \*Visa Type (See Reverse Side): 

--	--	--

Expiration Date: \_\_\_\_\_

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

Years Experience 22 years Southern University Experience 9 year

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.S.- Human &amp; org. Develop</u>	<u>Vanderbilt University</u>	<u>1992</u>
	<u>M.S.- Info. Sys. &amp; Decision Sci.; M.A.- Sociology</u>	<u>LSU; University of Memphis</u>	<u>2002; 1999</u>
	<u>Ph.D.- Public Administration; Ph.D. ( ) Business Administration</u>	<u>Tennessee State University; LSU</u>	<u>2006; N/A</u>

Current Employer SOUTHERN UNIVERSITY BATON ROUGE

**Personnel Action**

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

Recommended Salary \$ 88,000.00 Salary Budgeted \$ 88,000.00

Source of Funds STATE BUDGET

Identify Budget: 211001-22207-21000 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: **Position** Chief Information Officer 2M9257-00 **To** Associate Professor 2F9855-16  
**Status** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Salary Adjustment** \$110,000.00 **Financial Aid signature (if, applicable):** \$88,000.00

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
21091	\$110,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor <u>[Signature]</u> <u>09/30/15</u> Date	Dean/Unit Head <u>[Signature]</u> <u>9/20/15</u> Date
Vice-Chancellor <u>[Signature]</u> <u>10/5/15</u> Date	Chancellor <u>[Signature]</u> <u>10/10/15</u> Date
Director/Personnel <u>[Signature]</u> <u>10/8/15</u> Date	Vice President/Finance <u>[Signature]</u> <u>10/10/15</u> Date
President <u>[Signature]</u> _____ Date	Business Affairs/Comptroller _____ Date
	Chairman/S.U. Board of Supervisors _____ Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino   X   Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:** This PAF is effective for 09/01/2015 to 05/13/2016. Dr. Thomas is returning to his tenured Associate Professor position in Mgmt & Mktg. The Asst. Prof. position is a 9 month faculty position at a salary of \$88,000.00; But Dr. Thomas was asked to stay on in DOIT until 08/31/2015. He was the Chief Information Officer for SUBR and later the System Interim V. P. for Information Technology. His administrative position salary was \$110,000; but with him returning to full time faculty status is new salary will be \$88,000 the equivalent of 80% of the admin. Salary. Dr. Thomas was approved as a tenured Asst. Prof. during the Friday, June 28, 2013 SU board meeting.

**EMPLOYEE REGULAR WORK SCHEDULE:**   Mon – Fri (771-5640)  

**EMPLOYEE DIRECT SUPERVISOR:**   JOSE NOGUERA /DONALD ANDREWS  

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

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

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

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

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

<b>TYPE</b>	<del>CS</del> SOUTHERN UNIVERSITY SYSTEM BUDGET OFFICE
United States Citizen/Certificate of Naturalization	US <u>211001-22201-61023-2100</u>
Resident Alien	RA <u>OCT 09 2015</u>
H-1 Visa (Distinguished Merit & Ability)	H1
J-1 Visa (Exchange Visitor Program)	J1 <u>[Signature]</u>
F-1 Visa (Student Emp. FT Student at S.U.)	FI
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0 <u>FUNDS AVAILABLE</u>

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



JOB CLASS3	8	0	0	0
JOB CODE	F			
CAL ID	M			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	F	9	9	8	9
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  **SUSLA**

EMPLOYMENT CATEGORY: 9-MONTH  12-MONTH  OTHER  (Specify) \_\_\_\_\_

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

Previous Employee  N/A  Reason Left  Promotion   
Date Left  N/A  Salary Paid  \$77,250.00

**Profile of Person Recommended**

Length of Employment 08/01/2015 To 05/07/2016  
Effective Date 08/01/2015

Name Angela Allen-Bell xxx-xx-1502/S00020332 Sex F Race\* B  
(Last 4 digits only)

Position Title: Associate Professor of Legal Analysis & Writing Department: Law Center - Instruction

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

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

Years Experience 10 Southern University Experience 10  
Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 1998

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$81,885.00 Salary Budgeted \$81,885.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61003-31000  
Form Code: BOR10 Page 1 Item # 1

Change of:  
Position Assistant Professor of Legal Analysis & Writing From Associate Professor of Legal Analysis & Writing To  
Status \_\_\_\_\_  
Salary Adjustment \$77,250.00 \$81,885.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-32020-61003-31000	\$77,250.00

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Russell Jones 10/7/2015 Date  
Supervisor  
Russell Jones 10/7/2015 Date  
Vice Chancellor  
Greg Poircean 10/13/15 Date  
Director/Personnel  
Ray S. Belmonte Date  
President

Cerrin Hall 10/8/15 Date  
Dean/Alt Head  
Wanda K. Reese 11/7/15 Date  
Assoc. V/C for Fin. Affairs  
Flondus McClinton Jr/gar 10/17/15 Date  
Chancellor  
Vice President/Finance  
Business Affairs/Comptroller  
Chairman/S.U. Board of Supervisors Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino \_\_\_\_\_ Non-Hispanic or Non-Latino \_\_\_\_\_

**RACE (Please check all that apply):**

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

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

**COMMENTS:**

This promotion recommendation is requested by the Faculty Appointment Retention and Tenure Committee, Southern University Law Center.

**EMPLOYEE REGULAR WORK SCHEDULE:**

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

Gail Stephenson

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

4

**HR USE ONLY:**

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

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

**TYPE**

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

SOUTHERN UNIVERSITY LAW CENTER

**ENCLOSURE / FUNDS**

DOC. I.D. # \_\_\_\_\_  
 US \_\_\_\_\_  
 DATE RA 10/7/15  
 H1 \_\_\_\_\_  
 BY DMB  
 J1 \_\_\_\_\_  
 F1 \_\_\_\_\_  
 F0 \_\_\_\_\_

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

- \_\_\_\_\_ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- \_\_\_\_\_ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- \_\_\_\_\_ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
- \_\_\_\_\_ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- \_\_\_\_\_ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- \_\_\_\_\_ Exemptions Survey Form (signed by employee and budget head)
- \_\_\_\_\_ Proposed Employee Appointment
- \_\_\_\_\_ Proposed Employee Clearance
- \_\_\_\_\_ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

**CONTINGENT UPON AVAILABILITY OF FUNDS**

JOB CLASS 3	8	0	0	0
JOB CODE	F			
CAL ID	M			

**SOUTHERN UNIVERSITY SYSTEM**  
**Personnel Action Form**

POSITION NUMBER	3	F	9	9	7	4
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO 1:51 SUSLA \_\_\_\_\_

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

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

Previous Employee N/A Reason Left Promotion  
 Date Left N/A Salary Paid \$77,250.00

**Profile of Person Recommended**

Length of Employment 08/01/2015 To 05/07/2016  
 Effective Date 08/01/2015

Name Wendy Shea SS# S00019339 Sex\* F Race\* W  
 (Last 4 digits only)

Position Title: Associate Professor of Legal Analysis & Writing Department: Law Center - Instruction

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

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

Years Experience 23 Southern University Experience 3  
 Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Valparaiso University School of Law Years 2009  
B.A. - Social and Behav. Science University of Mary 1998

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$81,885.00 Salary Budgeted \$81,885.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61003-31000  
 Form Code: BOR10 Page 1 Item # 1

Change of: **From** Assistant Professor of Legal Analysis & Writing **To** Associate Professor of Legal Analysis & Writing  
 Position Assistant Professor of Legal Analysis & Writing Associate Professor of Legal Analysis & Writing  
 Status \_\_\_\_\_  
 Salary Adjustment \$77,250.00 \$81,885.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-32020-61003-31000	\$77,250.00

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Russell D. Jones 10/7/2015  
 Supervisor Date  
Russell D. Jones 10/7/2015  
 Vice Chancellor Date  
Russell D. Jones 10/13/15  
 Director/Personnel Date  
Ray J. Peltre  
 President Date

Gerry R. Hall 10/8/15  
 Dean/Unit Head Date  
William R. Verze 10/7/15  
 Chancellor Date  
Flaudus McClintock/guo 10/13/15  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
 Chairman/S.U. Board Date  
 of Supervisors

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

**COMMENTS:**

This promotion recommendation is requested by the Faculty Appointment Retention and Tenure Committee, Southern University Law Center.

**EMPLOYEE REGULAR WORK SCHEDULE:**

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

Prof. Gail Stephenson

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

4

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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

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

**TYPE**

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

SOUTHERN UNIVERSITY LAW CENTER  
ENCUMBERED / FUNDS AVAILABLE

DOC. I.D. # US  
 DAREA 10/2/15  
 BY JH  
 F1  
 F0

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS 3	2	5	0	0
JOB CODE	M			
CAL ID	U			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M	9	9	5	9
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC X SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

Previous Employee Angela Mason Reason Left Transferred to Library  
 Date Left 08/31/2015 Salary Paid \$66,950

**Profile of Person Recommended**

Length of Employment 10/01/2015 To 09/30/2016  
 Effective Date 10/01/2015

Name Rahim A. Smith S01506375/9261 Sex M Race B  
 (Last 4 digits only)

Position Title: Academic Counselor/Instructor of Law Department: Law Center - Instruction

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

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

Years Experience 17 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2010

Current Employer Law Office of Walton J. Barnes, II APLC

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds General Appropriation

Identify Budget: State \_\_\_\_\_ Location 320123-32030-61002-34100  
 Form Code: BOR10 Page 1 Item # 1

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
320123-32030-61002-34100	\$65,000

\*See Reverse Side

Graduate School signature (if, applicable):

Russell D. Jones 10/7/2015  
 Supervisor Date  
Walter D. Jones 10/7/2015  
 Vice Chancellor Date  
Walter D. Jones 10/8/15  
 Director/Personnel Date  
Ray L. Belfrage  
 President Date

Gerrit Hall 10/8/15  
 Dean/Unit Head Date  
Walter K. Pierce 10/7/15  
 Assoc. V/C for Int. Affairs Date  
Thaddeus McCants 10/14/10  
 Chancellor Date  
 Vice President/Finance  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date



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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

**COMMENTS:**

Title III Grant Fiscal Year 10/01/2015 thru 05/07/2016

**EMPLOYEE REGULAR WORK SCHEDULE:**

Daily

**EMPLOYEE DIRECT SUPERVISOR:**

V/C Berryl Gordon-Thompson

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

4

**HR USE ONLY: STATUS (circle one):**

EXEMPT

NON-EXEMPT

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

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

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

**TYPE**

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER

LAW CENTER - TITLE III

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with Federal, State, Local, and University policies and procedures required for fiscal compliance.

If ABC-10000 Compliance Verified

/ Encumbrance Funds Available

Doc ID J1

F1

F0

By

By

Date

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

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

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

Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

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

**TITLE III**

JOB CLASS			
JOB CODE			
CAL ID			

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS \_\_\_ SUBR X SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

Previous Employee Kim Chavis Reason Left Resignation  
 Date Left July 31, 2015 Salary Paid \$83,000

### Profile of Person Recommended

Length of Employment November 1, 2015 To September 30, 2016  
 Effective Date November 1, 2015

Name Sheila Duplechain DeRouen SS# xxx-xx-3964 Sex F Race\* B  
(Last 4 digits only)

Position Title: Director Department: Title III

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

--	--	--

\_\_\_ New Position Expiration Date: \_\_\_

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

Years Experience 13 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year: 2018 OCT 12 11:11:30 AM

<u>MS - Computer Science</u>	<u>Southern University - Baton Rouge, LA</u>	
<u>BS - Computer Science</u>	<u>Southern University - Baton Rouge, LA</u>	

Current Employer Louisiana Community and Technical College System

### Personnel Action

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

Recommended Salary \$83,000 Salary Budgeted \$83,000

Source of Funds Title III - 220290-21111-24100 (waiting on new budget code) - \$83,000.00

Identify Budget: 220290 Location 220315-21111-24100 MAJ

Form Code: \_\_\_ Page \_\_\_ Item # \_\_\_

Change of: From To

Position \_\_\_

Status \_\_\_

Salary Adjustment \_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

\*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220290-21111-24100	\$83,000.00

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Michael J. [Signature]</u> 10-12-2015 Supervisor Date	<u>Michael J. [Signature]</u> 10-12-2015 Dean/Unit Head Date
<u>Michael J. [Signature]</u> 10-12-2015 Vice Chancellor Date	<u>[Signature]</u> 10/14/15 Chancellor Date
<u>[Signature]</u> 10/13/15 Director/Personnel Date	<u>[Signature]</u> 10/14/15 Vice President/Finance Date
<u>[Signature]</u> President Date	<u>[Signature]</u> Chairman/S.U. Board of Supervisors Date

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** M-F/ 8:00am - 5:00pm  
**EMPLOYEE DIRECT SUPERVISOR:** Michael Stubblefield  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 225.771.3890  
**NUMBER OF EMPLOYEES SUPERVISED, (if any):** 2

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS)**

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

RECEIVED  
OCT 14 2005  
VICE CHANCELLOR FOR  
FINANCE AND ADMINISTRATION

**Do Not Write Below This Area**  
**For Human Resource and Budgetary Control Use Only!**

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (Completed by Employee verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

\*Contingent upon the approval of the U.S. Department of Education

Allowability/Compliance Verified By: Smellie  
Numbered Funds Available By: Smellie  
Doc. I.D. No.:

**Sheila A. Duplechain**  
*Sheila.duplechain@gmail.com*  
320 Kay Drive, Baton Rouge, LA 70815  
225.361.0338(fm) or 225.936.4110(cell)

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### **Education and Certifications**

<b>Educational Leadership / Research – PHD</b> Louisiana State University, LA	<b>Currently Enrolled-Expected Graduation May 2017</b>
<b>Masters of Science in Computer Science</b> Southern University and A & M College, LA	<b>May 2006</b>
<b>Bachelors of Science in Computer Science</b> Southern University and A & M College, LA	<b>December 2002</b>
<b>Online Teaching Certification</b> Baton Rouge Community College	<b>July 2009</b>
<b>SOCRATES Online Teaching Certification</b> South University	<b>March 2011</b>

### **Professional Background**

**Senior Analyst of Institutional Research,**  
Louisiana Community and Technical College (November 2012-Present)

Responsible for managing, the import, validation and modeling of data for

- Analysis and evaluation on a broad range of topics including, but not limited to those involving faculty, student and financial data
- Enrollment management, fiscal planning, program evaluation and policy analysis.
- The writing of SQL queries to retrieve data from relational source systems.
- Development of ad-hoc queries to investigate data issues, and assimilate technical knowledge with business requirements.
- Design and delivery of IDM interfaces for reporting, dashboards, analytics, data downloads, and other resources.
- Develop and lead training sessions on
  - State of Louisiana accountability and performance reporting
  - Maintaining students security and confidentiality
  - State of Louisiana facilities data reporting for all LCTCS colleges
  - IPEDS student financial aid reporting
  - IPEDS enrollment and completion reporting
  - NSLDS Gainful Employment reporting
  - IPEDS State Coordinator
  - Data as the public face of the institution
- MOA for Office for Civil Rights Coordinator  
To ensure service recipients enjoy equal access to programs, activities, and services regardless of race, color, national origin, sex, or disability.

**Interim- Assistant Vice President of Institutional Research and Planning,** Louisiana Community and Technical College System (LCTCS) (September 2012 –November 2012)

Responsibilities and accomplishments: Reporting directly to the Executive Vice President, responsibilities include

- A member of the president’s leadership team, the System’s finance, academic and student affairs, student financial aid and recruitment teams. Key responsibilities include
- Manage the System’s institutional research and planning activities.
- development of statistical analysis and policies that are pertinent to the success of LCTCS System’s leadership team’s vision and goal while focusing on the System’s big goal.

- providing data and analysis to support the re-branding and Marketing of LCTCS colleges.
- manage the LCTCS Grad ACT submission
- provide visionary and effective leadership across all System institutional research staff
- System Leadership Development Institute mentor and professor.
- Develop and lead training sessions on
  - State of Louisiana accountability and performance reporting
  - Maintaining students security and confidentiality
  - State of Louisiana facilities data reporting for all LCTCS colleges
  - IPEDS finance reporting
  - IPEDS student financial aid reporting
  - IPEDS enrollment and completion reporting
  - NSLDS Gainful Employment reporting
  - Data as the public face of the institution

**Institutional Research Database Management Analyst,**

Louisiana Community and Technical College System

(July 1, 2011 –September 2012)

Responsibilities and accomplishments: Reporting directly to the Assistant Vice President of Institutional Research and Planning, responsibilities include: maintaining the Student Enrollment System (SES), the current web-based student data management system for all technical colleges within the System.

Student Enrollment System, System Administrator. Duties include:

- Data editing and cleaning, such as faculty workload, employees, student enrollments, courses, course enrollments, degrees, and facilities.
- Daily and weekly snaps of data from the warehouse.
- Extract, prepare, validate, and submit data/reports according to state and federal guidelines (Board of Regents, IPEDS, Gainful Employment, Carl Perkins, Clearinghouse).
- Using statistical analysis to tell the store of each technical college in the System.

Enterprise Resource Planning System (ERP) reporting team. Accomplishments include

- Assist with developing and managing statistical performance models to inform policies, decisions and strategic planning.
- Assist with management of the System's performance and accountability analysis (Louisiana Grad Act, Strategic Plan, Operational Plan, and Formula Funding Analysis) to inform System leadership, state policy makers and constituents.
- Assist with development of the System Enterprise Resource Planning (ERP) –Banner Charter and Data Governance Policy
- Provide effective leadership across all System institutional research staff
- Provide research and statistical analysis leadership to all System administrative units to better guide leadership strategic planning and decision making. Leadership includes the design and development of in-depth quantitative and qualitative analysis using advanced methodologies such as predictive analytics, root cause analysis and modeling.
- Assist with development and training sessions on
  - Maintaining students security and confidentiality
  - IPEDS finance reporting
  - IPEDS student financial aid reporting
  - IPEDS enrollment and completion reporting
  - NSLDS Gainful Employment reporting
- Banner Reporting Implementation
  - I work with the Programmer/Analyst, Reporting Specialist to provide support to campus departments utilizing the campus ERP system, Ellucian Banner, through technical guidance, reporting and analysis, as well as providing enhancements to current workflows.
  - Writing data validation/edit procedures for the colleges to follow.



**Computer Science Instructor/Program Manager,**

Baton Rouge Community College

(August 2007-July 2011)

Responsibilities were to teach undergraduate fundamental courses in Computer Information Systems and programming courses. Along with teaching, preparing materials and presentations for instruction were also part of my duties. I participated in CIS program development and actively work on research in discipline. I also served on curriculum committee. In spare time, I did grant writing.

**Customer Support Representative/Tech Support,**

West Corporation

(June 2010- Dec 2010)

Responsibilities duties are to provide excellent customer service as a home-based agent to the clients' customer. I take telephone calls from customers in need of technical support. I trouble shoot to find solutions to the customer's technical issues.

**Programmer/Analyst,**

Louisiana Housing Finance Agency

(May 2006-August 2008)

Responsibilities were to write programs for home grown Agency software, HES. I made software modifications and assisted Agency staff and outside contractual agencies with software problems. I also partnered with software developers to create, test, and debug system enhancements. I taught HES training courses to Agency staff. I was also responsible for the maintenance of the Agency's website.

**Computer Science Instructor,**

Saint Francis Xavier Catholic School

(August 2005-May 2006)

Responsibilities were to teach middle school students the essential basics of Microsoft Office Applications. Preparing materials and presentations for instruction were also part of my duties.

**Graduate Teaching Assistant,**

Southern University- CIS Department

(January 2005-May 2005)

Responsibilities were to teach two undergraduate Microsoft Applications courses and execute scheduled office hours. Preparing materials and presentations for instruction were also part of my duties.

**Graduate Assistant,**

**Southern University-Louis Stokes Louisiana Alliance for Minority Participation Management Office**

(January 2004-January 2005)

Responsibilities consisted of creating databases, creating reports, installation of software packages and network printers, assist staff with technical problems, website maintenance, website updates, clerical duties, and assist supervisors with day-to-day task, conference planning and implementation, database management, reporting to internal and external superiors.

**Honors Consider moving this after professional background**

2010 NISOD Teacher of Excellence Award

May 2010

National Institute for Staff

and Organizational Development (NISOD)

**Organization and Participation**

- Alpha Kappa Alpha Sorority, Inc.
- Association for Institutional Research
- Southern Association for Institutional Research

# Southern University and A&M College

## Title III Director

### Job Description

SOUTHERN UNIVERSITY  
HUMAN RESOURCES  
2015 AUG -6 PM 2:57

#### GENERAL STATEMENT OF DUTIES:

The Title III Director will oversee the day-to-day management of the Title III project activities working toward achieving the project goals. The Director will report to the Vice Chancellor of Research and Strategic and will work with University leadership to ensure the optimal integration of the project activities with all units of the University. The Director will maintain effective communication channels and establish procedures to ensure that the operation of all projects remains congruent with the goals of overall institutional development. The Director prepares and monitors fiscal and technical reports, authorizes expenditures and coordinates the various staff that will lead the grant activities and successfully complete the project. The Director will share administrative control of the activity with institutional counterparts to ensure optimal institutionalization of project activities and will work closely with Title III Activity staff as they work toward accomplishing Title III objectives.

#### MAJOR RESPONSIBILITIES:

- Serve as the chair of the Title III Steering Committee
- Coordinate activities in a manner that will facilitate maximum effectiveness and utilization of program resources including personnel.
- Facilitate the development and implementation of an effective and objective system of evaluation of all program components and their impact upon the respective units.
- Remain current on Title III and U.S. Department of Education policies and grant terms/conditions and to ensure that the program operates in compliance throughout the period of federal support.
- Assist in the recruitment of key program personnel and assist staff in the coordination of external resource personnel.
- Oversee the preparation and monitoring of fiscal and technical reports relating to Title III for both the University and the U.S. Department of Education.
- Coordinate the writing and submission of annual performance reports.
- Authorize any and all expenditures in the Title III project and maintain control over the budget and responsibility for the appropriate utilization of funds.
- Ensure that all external contract arrangements are operating and executed according to schedule and policy, and to work with University personnel to conduct necessary efforts where appropriate or required.
- Advise and assist in the inventory and distribution of all Title III equipment.
- Work with University staff to institutionalize new practices and improvements.
- Manage all aspects of the activity.

- Supervise activity staff.
- Manage and monitor activity budgets.
- Ensure successful, timely accomplishment of activity's implementation strategies and approved objectives.
- Ensure that required evaluation data are gathered.
- Facilitate and coordinate the analysis and interpretation of evaluation data, as well as communication of same to appropriate college personnel.
- Maintain records of all aspects of the activity.
- Prepare formative and summative reports regarding the Activity as prescribed in the evaluation plan.
- Develop strategies for student retention/transition that are responsive to students' needs.
- Communicate an informed understanding of the objectives of the project to all university constituencies.
- Establish and maintain effective communication channels and procedures to assure that the operation of the project remains congruent with the goals of overall institutional development.

**POSITION CHARACTERISTICS:**

- Strong organizational, communication and writing skills.
- Knowledge of computer systems and networks.
- Experience in managing projects with specified goals, objectives and timelines.

**MINIMUM QUALIFICATIONS:**

- Master's degree required in an educational administration or related area required.
- At least five years administrative experience in higher education.
- Experience with direct management of state/federal grant programs.
- Extensive familiarity with Title III program is preferred.

**Signatures:**

\_\_\_\_\_

Title III Director

\_\_\_\_\_

Date

\_\_\_\_\_

Vice Chancellor of Research and Strategic Initiatives

\_\_\_\_\_

Date

\_\_\_\_\_

Chancellor/President

\_\_\_\_\_

Date

SOUTHERN UNIVERSITY  
 HUMAN RESOURCES  
 2015 AUG -6 PM 2:57

Jo Ann Brown  
755 Neal Drive  
Shreveport, LA 71107  
October 05, 2015

Mr. Wayne H. Bryant, Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King Jr. Drive  
Shreveport, LA 71107

Dear Mr. Bryant:

I wish to be considered for the position of Director for the Academy of Excellence at Southern University Shreveport, LA. I believe that my academic training and years of experience have prepared me to be an effective leader by example. I have a Masters Degree in Business Administration with a concentration in Healthcare Management and have substantial experience in coordinating, planning and collaboration with other administrative units, as my resume attest.

I have been employed at Southern University Shreveport for 24 years and demonstrated a level of commitment, as I have served as department and division chair of Respiratory Therapy and Allied Health, respectively. I have gained valuable experiences in program development, academic leadership, motivator, and mentorship. I currently provide leadership in the overall operations of the Division of Allied Health, which include, but not limited to, the formulation of divisional academic policies, budget preparation, and faculty professional development. My responsibilities often involve meeting with various academic and related committees. I have met with various community employer partners, to discuss and assess the training and development needs for their employees and any new training needs.

As Division Chair, I am called upon to assist in the resolution of disputes and grievances among the divisional faculty and staff. I often work in collaboration with other Vice Chancellors and division chairs, as a representative of the Division of Allied Health.

I am passionate and a proponent of positive change. I am firmly dedicated and focused on continually creating an innovative learning, teaching and scholarly environment. I am an inspiring leader who instills a passion for excellence among faculty, staff and students.

Enclosed is my resume, reference letters and my transcripts are on file in Southern University at Shreveport Human Resource Office.

I eagerly look forward to an interview at your convenience.

Sincerely,



Jo Ann Brown, MBA, RRT

<b>Jo Ann Brown</b>		
755 Neal Drive, Shreveport, LA 71107		
(318) 469-2628		
jwarren@susla.edu		
<b>Division Chair of the Division of Allied Health Sciences</b>		
<b>Overview</b>	Over twenty years of academic and administrative experience at Southern University at Shreveport (SUSLA) chronicled by success in supervising and receiving academic accreditation of 6 associate degree programs and 5 certificate programs in the field of Allied Health Sciences.	
<b>Professional Experience</b>	<i>Southern University at Shreveport</i>	
		<i>1991 - Present</i>
	<b>Division Chair, Division of Allied Health</b> <b>January 2005 to present</b> <b>Department Chair, Respiratory Therapy</b> <b>August 1995 to January 2005</b> <b>Clinical Instructor, Respiratory Therapy</b> <b>August 1991-August 1995</b>	
	<b>Responsibilities Include:</b> <ol style="list-style-type: none"> <li>1. Directly supervises all faculty within the division.</li> <li>2. Conduct annual performance evaluations of faculty within the division.</li> <li>3. Title III Activity Director for the Division of Allied Health</li> <li>4. Facilitate the development of programs, projects and initiatives that support the Strategic Plan of the Division of Allied Health Sciences.</li> <li>5. Directly coordinates and administrate all academic programs and activities within the division.</li> <li>6. Ensures the relevance and vitality of programs within the divisions.</li> <li>7. Encourages professional development opportunities for faculty and staff.</li> <li>8. Class room instructor</li> <li>9. Oversee the day-to-day operations of the Division.</li> <li>10. Faculty Advisor</li> <li>11. Provide leadership in developing, evaluating, and maintaining curricula and programs that respond to community needs, prepare students for success and that meet the state requirements of the Louisiana Board of Regents (BOR) and the Southern Association of Colleges and Schools (SACS).</li> <li>12. Facilitate divisional meetings to review/approve divisional plans, delivery of services, resolve faculty and student issues, and ensure faculty support.</li> <li>13. Develop and assist in implementation of student recruitment efforts.</li> <li>14. Develop and coordinate program promotional materials.</li> <li>15. Serve as liaison between program and clinical affiliates.</li> <li>16. Participate in professional/informal learning activities to enhance personal and professional development.</li> <li>17. Maintain faculty records.</li> <li>18. Serve on various university committees.</li> <li>19. Perform other duties as assigned by the Vice-Chancellor and Chancellor.</li> </ol>	

	<p><b>Physician and Surgeons Hospital Shreveport, LA</b>  <b>Respiratory Therapy Department Manager</b>      <b>January 1990-</b>  <b>August 1991</b></p> <p><b>Responsibilities Included:</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the day-day-operations of the department</li> <li>2. Reviewed and developed the annual budget.</li> <li>3. Ordered supplies</li> <li>4. Completed bi-weekly payroll</li> <li>5. Completed staff schedule</li> </ol>	
<b>Professional Development</b>	<p>Certified SCID (Systematic Curriculum &amp; Instructional Design) Facilitator-March 2015</p> <p>Certified DACUM (Developing a Curriculum) Facilitator-October 2014</p> <p>Quality Matters Peer Review Certified 2013</p> <p>NACADA –Assessment of Academic Advising Institute –February 2012</p> <p>Certified Online Course Development-May 2011</p> <p>National Association of HBCU Title III Administrators, Inc June 2010</p> <p>Grant Writing Workshop April 2010</p> <p>MOODLE Training/Certified-July 2012</p> <p>Voted Educator of the Week KSLA-TV- December-2003</p> <p>Developing an Online Orientation-March 2010</p> <p>Student Learning Outcomes: Where Do We Go From Here? -Faculty/Staff Institute August 2006</p> <p>Online Certified Blackboard-August 2005</p> <p>Certified Basic Life Support Instructor</p> <p>Certified Advanced Cardiovascular Life Support Instructor</p>	
<b>Funded Project</b>	<p>Establishment of a Health Care Simulation Lab-Multi-Team Approach Board of Regent Grant 2014</p>	
<b>Awards</b>	<p>Certificate of Recognition-Most Notable Black Women of Shreveport-February 2013</p> <p>Southern University Shreveport-Life Time Achievement Award 2015</p>	
<b>University Service</b>	<p>Chair, Curriculum Committee</p> <p>Member, Freshman Advisor Committee</p> <p>Member, Academic Council</p> <p>Member, Scholarship Committee</p> <p>Member, Registration Committee</p> <p>Member, Commencement Committee</p> <p>Member, Chancellor Cabinet</p> <p>Member, Catalog Committee</p>	

	<p>Member, SACS-QEP Committee  Member, Workforce Develop (WINLA project)  Member, Strategic Planning Committee  Member, University Professional Development Committee  Member, Safety Committee  Member, Outcomes Assessment and Quality Enhancement Committee  Member, Budget Revision Adhoc Committee</p>	
<b>Education</b>	<p><b>Masters of Business in Health Care Administration</b>  <b>University of Phoenix (May, 2007)</b></p> <p><b>Bachelor of General Studies</b>  <b>Louisiana State University Shreveport (May 1995)</b></p> <p><b>Associate of Applied Science in Respiratory Therapy Technology</b>  <b>Southern University at Shreveport (August, 1986)</b></p>	
<b>Community Service/ Outreach</b>	<p><b>National Association of University Women (NAUW)</b>  <b>Member of Crusaders Temple Church of God in Christ:</b>  <b>Sunday School Superintendent</b>  <b>District &amp; Jurisdictional Sunday School Field Representative</b>  <b>Office Clerk</b></p>	

# SOUTHERN UNIVERSITY

DIVISION OF HEALTH SCIENCES

## HEALTH INFORMATION TECHNOLOGY / MEDICAL CODING CERTIFICATE PROGRAM

October 5, 2015

To Whom It May Concern,


This letter serves as an employment recommendation on behalf of Ms. JoAnn Brown in her candidacy for the position of Director of the Academy of Excellence at Southern University at Shreveport. I have had the distinct pleasure of serving in the capacity of Program Director for the Health Information Technology / Medical Coding Certificate Program approaching fourteen (14) years. During my tenure, it has been both a pleasure and privilege to work with Ms. Brown on a collaborative professional level as program directors and to work under the supervision of Ms. Brown as the Chair for the Division of Health Sciences.

Ms. Brown's strong leadership, organizational, planning, and mentoring skills have fostered a positive and collegial working environment which has served to enhance the dynamics of the division proving it to be second to none within the University. Additionally, she has robustly advocated professional development, new technologies, and methodologies for all the programs under the auspices of the Division of Health Sciences. Throughout our professional tenure, Ms. Brown has proven to be both faithful and self-less in her arduous role as Division Chair. She has continually exuded a confluent attitude which is always of a positive and respectful nature towards superiors, colleagues, subordinates, and students.

I have the utmost professional respect for Ms. Brown and adamantly admire the dedication, integrity, and professional attributes she reflects on a confluent basis which mirror her vision to serve, promote, strengthen, and support the overall advancement and success of the University and the Division of Health Sciences.


So with earnest enthusiasm, it is a privilege to recommend and support Ms. JoAnn Brown as a highly-deserving candidate for the position of Director of the Academy of Excellence.

With the utmost regards,

  
Kim Newlen-May, MA, RHIA

Program Director, Health Information Technology / Medical Coding Specialist Program





F. James Dock, Superintendent of the Crusaders District  
712 Browning Street  
Shreveport, LA 71106  
(318) 686-9450 or email: [jdockfees@att.net](mailto:jdockfees@att.net)

October 5, 2015

Wayne H. Bryant, Director of Human Resources  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, LA 71107  
[HRResource@susla.edu](mailto:HRResource@susla.edu)

**Re: Character Reference – JoAnn Brown**

Dear Mr. Bryant:

The purpose of this letter is to provide a character reference for JoAnn Brown whom I have known for nearly thirty years. She is currently serving in her local and district church in Leadership roles where I serve as her District Superintendent. In addition, she serves as a Field Representative for the First Jurisdiction of Louisiana COGIC.


Accordingly, having gotten to know JoAnn over the past thirty years, I believe that put me in a very good position to provide you with a pretty accurate assessment of her character.

I have observed her loyalty and dedication to the profession she has chosen. She is caring, hard-working and highly committed to her career. She takes pride in doing her job well. I believe that her work history and commitment to the teaching field will attest to that fact.

She is a loyal, honest, considerate, and a supportive individual who has the ability to work with and understand things from another person's perspective. I have found her to be conscientious, a free thinker and very motivated. She also has good communication skills, both written and verbal. Therefore, I recommend JoAnn Brown for the Director, Academy of Excellence position. I believe she will be a valuable asset for your company or organization.

I'm happy to provide further information if required.

Yours sincerely,

  
Superintendent F. James Dock

# *Heavenly Gates Funeral Home*

1339 Jewell Street  
Shreveport, Louisiana 71101

October 5, 2015

Letter of Recommendation for Mrs. JoAnn Brown

To whom it may concern:

I, Wesley C. Adams have known Mrs. JoAnn Brown for over thirty (30) years. Not only have I known her, but members of her family as well. Mrs. Brown is a quiet spirit, soft-spoken, spiritual and professional young woman as well as educator.

Her professional qualities, knowledge and educational skills has been proven evidence during her tenure at Southern University Shreveport/Bossier, that she is a capable woman and one who is in touch with the needs of students and people.

I would recommend Mrs. JoAnn Brown for this new job opportunity with no reservations. She would be an asset to the position.

Thank you for your utmost consideration in this matter.

Respectfully yours,



Wesley C. Adams  
President/CEO, Heavenly Gates Funeral Home  
Shreveport, Louisiana 71101



October 1, 2015

Dr. Ray L. Belton, President/Chancellor  
Southern University System  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

RE: Promotion and Tenure Recommendation - SUSLA

Dear Dr. Belton:

Please find enclosed the applicant in which I would like to recommend for promotion and tenure at Southern University at Shreveport, Louisiana (SUSLA). As you are acutely aware, SUSLA has not submitted recommendations for promotion and tenure in recent years. However, this year, we were able to put forth a committee to review applications, and from that exercise, I humbly submit Assistant Professor, Kim Newlen-May, for consideration.

If you find favor, it is further desired that this submission be forwarded to the Southern University Board of Supervisors for their review and further consideration at their next scheduled meeting.

Sincerely,

S. Albert Gilliam  
Interim Chancellor



EXCELLENCE • INTEGRITY • ACCOUNTABILITY • SERVICE  
OFFICE OF ACADEMIC & STUDENT AFFAIRS  
DR. ROSETTA JONES, VICE CHANCELLOR

October 2, 2015

Mr. S. Albert Gilliam  
Interim Chancellor  
Southern University at Shreveport  
3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107

Dear Mr. Gilliam:

**RE: Promotion and Tenure**

Mrs. Kim May submitted a portfolio requesting consideration for promotion and/or tenure to the Promotion and Tenure Committee. Upon careful review, assessment, and evaluation of her portfolio, I am pleased to recommend promotion for Mrs. Kim Newlen-May from Assistant Professor to Associate Professor.

Mrs. May is a graduate of Louisiana Tech University where she earned a Bachelor of Science Degree in Medical Records and a Master of Art Degree in Industrial/Organizational Psychology. Mrs. May has more than 10 years of experience in the health care industry, and she has served Southern University for 14 years as the Director of Health Information Technology Program. During her tenure with Southern University at Shreveport, she successfully implemented the Associate Degree in Health Information Technology online and developed and implemented a Certificate of Technical Studies in Healthcare Access and a Certificate of Associate of Science program in Medical Coding. These programs were developed and implemented in an effort to address the healthcare industry workforce needs in northwest Louisiana.

Having met the criteria for promotion, I am requesting your consideration and approval to promote Mrs. Kim Newlen-May from Assistant Professor to Associate Professor with tenure.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosetta Jones", is written over the word "Sincerely,".

Rosetta Jones, Ph.D.  
Vice Chancellor  
Academic and Student Affairs