

LOUISIANA TECH UNIVERSITY AFFIRMATIVE ACTION CHECKLIST PART A

Each item on this sheet is required for an affirmative action package when hiring new unclassified faculty and staff.

Affirmative Action Checklist

The University EEO Officer must review the Affirmative Action package before a job offer is extended to any applicant. After approval, the signed job offer must be included in the Affirmative Action package (Part B) submitted to the Office of Human Resources.

- _____ 1. Certificate of EEO Compliance (copy attached)
- _____ 2. Summary of Selection for Affirmative Action blank forms will be provided by the Office of Human Resources. Data from Affirmative Action Information Cards will be sent from the Office of Human Resources to the hiring department/search committee upon request for completion of Part A of the procedure.
- _____ 3. Unclassified Position Description, Justification, and Certification form.
- _____ 4. Copy of proposed offer letter, starting date, and proposed salary.
- _____ 5. Copy of the job advertisement with information on where the position was advertised and/or copies of the mailing list. The advertisement and search should clearly show an effort to identify (recruit) women and blacks. Advertisement must be made in minority journals for categories where underutilization is identified. Information is available in the appropriate academic dean's office.
NOTE: SEND COPY OF JOB ANNOUNCEMENT TO THE OFFICE OF HUMAN RESOURCES FOR POSTING ON UNIVERSITY EEO BULLETIN BOARD IN THE STUDENT CENTER
- _____ 6. Evaluating English Proficiency of Applicants for Whom English is a Second Language (for academic positions only)
- _____ 7. A listing of all applicants with specific reasons noted why each person was not considered and/or hired.
- _____ 8. Summary of selection process or search committee procedure.
- _____ 9. Copies of letters mailed to applicants acknowledging receipt of resumes and/or letters of application for advertised position. An Affirmative Action Information Card must be enclosed when mailing acknowledgment letter to applicant.
- _____ 10. Copies of applications and correspondence to and from applicants.

After approval of Part A of the Affirmative Action Package, the Department will be notified by the President's Office to proceed with the Offer of Employment, and Part A will be returned to the appropriate department. After acceptance of the employment offer and hiring, Part B of the Affirmative Action Checklist is to be routed along with the previously completed Part A for final signatures. Completed Affirmative Action package (Parts A & B) will then be submitted to the Office of Human Resources.

Department

Signature of Department Head

2/01/07

CERTIFICATE OF EEO COMPLIANCE

In accordance with the guidelines of the Louisiana Tech University Equal Employment Opportunity policy and Affirmative Action plan, I certify that a good faith effort has been made in recruiting for the position vacancy of

_____ in the Department of

_____ College of _____ I further

certify that all recruiting sources have been exhausted, and

_____ is the best qualified person available.

(Applicant)

(Date)

(Department or Budget Head)

(Date)

(Dean, Director, or Administrative Officer)

It is verified that an equal employment opportunity search in compliance with University affirmative action guidelines was made in regard to the above referenced position.

(Date)

(Equal Employment Opportunity Deputy Officer)

(Date)

(Equal Employment Opportunity Officer)

(Date)

(Approved: President)

7/01/04

SUMMARY OF SELECTION FOR AFFIRMATIVE ACTION

Name of New Employee _____

Ethnic Origin (check one) Hispanic or Latino _____ Non-Hispanic or Non-Latino _____

Race (*Check all that apply*): White ___ American Indian/Alaskan Native ___ Asian ___

Black/African American ___ Native Hawaiian/Pacific Islander ___ Other _____

Rank/Title _____

New Position: Yes ___ No ___ (*If No*) Replacing _____

Total Number of Applicants by Sex and Race	<u>Male</u>	<u>Female</u>
White	_____	_____
Black /African American	_____	_____
American Indian or Alaskan Native	_____	_____
Asian	_____	_____
Native Hawaiian/Pacific Islander	_____	_____
Other	_____	_____
Unknown	_____	_____
<u>TOTAL</u>	_____	_____

Summary prepared by _____

(*Signature*)

(*Title*)

(*Date*)

*This information will be used only for compiling annual affirmative action reports
as required by federal law.*

**Please include the completed form in the new employee's affirmative action package
along with the completed affirmative action information cards.**



Board of Supervisors for the University of Louisiana System

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

CONTROL #

Institution Name: Academic Department /Administrative Unit:

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

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

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

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

Justification:

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

Employee Name:

Current Title:

Present Salary:

Requested Position Title:

Proposed Annual Salary Range: TO

Proposed Beginning Salary:

Effective Date:

Current or Previous Incumbent:

Reassignment /Promotion For:

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

Approved By: _____
Dean/Director

Date: _____

Vice President

Date: _____

President

Date: _____

FOR SYSTEM OFFICE USE

Approved By: _____ System Authority _____ Date

POSITION JUSTIFICATION

(TO BE ATTACHED TO "UNCLASSIFIED POSITION DESCRIPTION,
JUSTIFICATION, AND CERTIFICATION FORM")

BOARD OF SUPERVISORS FOR UNIVERSITY OF LOUISIANA SYSTEM

POLICY AND PROCEDURE ISSUANCE

PURPOSE: TO ESTABLISH THE PROCEDURE FOR REQUESTING PRIOR SYSTEM OFFICE APPROVAL TO CREATE/FILL UNCLASSIFIED ADMINISTRATIVE AND PROFESSIONAL POSITIONS.

SCOPE: THIS ISSUANCE APPLIES TO ALL UNCLASSIFIED EMPLOYEE POSITIONS. HOWEVER, IT DOES NOT APPLY TO CURRENTLY ESTABLISHED AND FUNDED INSTRUCTIONAL FACULTY POSITIONS.

BACKGROUND: THIS ISSUANCE IS INTENDED TO PROVIDE THE BOARD OF SUPERVISORS, THROUGH ITS SYSTEM STAFF, NECESSARY BUDGETARY AND COMPLIANCE CONTROLS CONSISTENT WITH ITS CONSTITUTIONAL RESPONSIBILITIES.

PROCEDURES
AND
RESPONSIBILITIES:

IT SHALL BE THE RESPONSIBILITY OF THE INSTITUTION PRESIDENT AND CHIEF FISCAL OFFICER TO PROVIDE ALL INFORMATION REQUESTED ON THE ULS "UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION, AND CERTIFICATION FORM."

THIS INFORMATION MUST BE SUBMITTED TO THE SYSTEM OFFICE FOR REVIEW AND APPROVAL OF THE SYSTEM PRESIDENT AND VICE PRESIDENT OF FINANCE AND ADMINISTRATION PRIOR TO RECRUITING, NEGOTIATING WITH, COMMITTING TO HIRE, OR HIRING ANY UNCLASSIFIED EMPLOYEE.

IN ADDITION TO THE INFORMATION REQUESTED ON THE ABOVE FORM, THE UNIVERSITY MUST ATTACH A COMPLETE JOB DESCRIPTION AND JUSTIFICATION TO CREATE/FILL THE POSITION. THE UNIVERSITY SHOULD ALSO SUBMIT A COPY OF ANY PROPOSED APPOINTMENT LETTER/FORM TO BE PROVIDED TO THE UNCLASSIFIED EMPLOYEE WHEN EMPLOYMENT IS OFFERED.

IN THE CASE OF A NEW POSITION, OR ANY REASSIGNMENT/PROMOTION OF AN EXISTING POSITION, THE UNIVERSITY MUST ALSO ATTACH A REVISED ORGANIZATIONAL CHART WITH A BRIEF, BUT CONCISE, EXPLANATION OF THE PROPOSED REORGANIZATION.

IT SHALL BE THE RESPONSIBILITY OF THE SYSTEM STAFF TO REVIEW THE REQUEST AND INFORM THE UNIVERSITY OF ITS DECISION WITHIN TWO (2) WORKING DAYS.

AFTER RECEIVING SYSTEM OFFICE APPROVAL OF THE FORM, THE UNIVERSITY SHALL INSURE THAT THE EMPLOYEE INFORMATION IS SUBMITTED ON A ROUTINE PERSONNEL TRANSACTION FORM FOR CONSIDERATION BY THE BOARD AT ITS NEXT REGULARLY SCHEDULED MEETING.

February 1993

SAMPLE EMPLOYMENT LETTER (Faculty)

With the recommendation of the Search Committee, I am pleased to offer you a tenure track faculty appointment as _____. This appointment is effective _____ with a nine-month salary of \$_____. Employment is contingent upon the approval of the Vice President for Academic Affairs, the President of Louisiana Tech University, and the Board of Supervisors for the University of Louisiana System. This offer is also contingent upon the completion of a background investigation check by the University.

This is a tenure track position, with tenure based upon the academic (nine-month) appointment. A final decision on granting of tenure must be made by the completion of the _____ academic year. A decision of non-reappointment may be made prior to that date. For your reference and compliance, employment policies and other university policies and procedures are included in the on-line University Policies and Procedures Manual to be found at www.latech.edu/tech/administration/policies-and-procedures.

(Using the following as a guide, the next paragraph can be tailored to the expectations of the individual position.)

In fulfilling your employment responsibilities, you will be evaluated on the basis of your teaching performance, scholarly/creative productivity, professional activities, collegiality, and service to the university. In this position, you will be responsible for teaching undergraduate and graduate courses, advising students, obtaining funded research, serving on department and university committees, _____, and _____.

When signed by you, this letter will constitute the basis for initiating the process of formal appointment to the university faculty. The process cannot be completed until official transcripts of academic work have been received and evaluated. If you accept the terms of this letter, please sign and date below, retaining a copy for your files. Please also sign and return the applicant background information form.

Sincerely,

Department Head/Director

Dean

Acceptance: I understand and accept the terms of employment as set forth in this offer of employment.

Date: _____

SAMPLE EMPLOYMENT LETTER (Staff)

Dear _____:

This letter will serve as a formal offer of employment as _____ for Louisiana Tech University. This offer is for a _____-month position with an annual salary of _____ to be effective _____.

When signed, this letter will constitute the basis for an annual appointment with the University. Upon receipt of your acceptance of this offer, your employment is subject to final approval of the President of the University and the University of Louisiana Board of Supervisors. Employment is also contingent upon the completion of a background check by the University.

If fulfilling your employment responsibilities, you will be evaluated on an annual basis. Your performance evaluation will be based on the effective functioning of the _____ Department and compliance with university and state regulations, policies, and laws administered through your office. Further, the _____ Department is expected to support, serve, and enhance the university's academic, research, and support units. All activities of the _____ Department must support the University Mission of instruction, research, and public service.

I sincerely hope that you will accept this offer and join our faculty and staff at Louisiana Tech. If you accept the terms of this letter, please sign and date below, retaining a copy for your files. Please also complete and return the applicant background information form.

Sincerely,

Acceptance: I understand and accept the terms of this employment letter.

Name

Date

Louisiana Tech University
Job Announcement/Advertising

Job announcements can be placed in a number of publications, professional journals, web sites, newspapers, etc. depending on the nature of the position to be filled. Many disciplines, professional groups, etc. have journals and web sites that should be used as they serve as the primary advertising venue for vacancies in their respective fields. For some job vacancies, newspaper classified ads and general publications such as the *Chronicle of Higher Education* offer better coverage for positions available. Additionally, the Office of Human Resources lists all job vacancies on the University's web site and with the Higher Ed Jobs (higheredjobs.com) a national higher education web site that will give very broad exposure to each position listed.

As part of the University's commitment to diversity and affirmative action, all job vacancies must be listed in a minority focused publication. For faculty, research, and professional positions that need national coverage, the **Insight Into Diversity, Black Issues in Higher Education, and/or Jobs in Higher Education** are available for listing position announcements. For jobs that are better suited for advertisement within our area and region, **The Monroe Free Press**, a minority owned newspaper serving northeast Louisiana is available.

Select the publication(s), web sties, and other venues that will be most effective in developing a pool of qualified job candidates.

Publications:

Professional Journal for the respective discipline

The Chronicle of Higher Education Phone: 202-466-1053 Fax: 202-223-6292

Insight Into Diversity Phone: 800-537-0655 Fax: 314-997-1788

Black Issues in Higher Education Phone: 703-385-2981 Fax: 703-385-1839

Jobs in Higher Education – (posted by Human Resources)

The Monroe Free Press Phone: 318-388-1310 Fax: 318-388-2911

The Ruston Daily Leader Phone: 318-255-4353 Fax: 318-255-4006

The Morning Paper Phone: 318-255-3747 Fax: 318-255-2840

The NewsStar Phone: 318-322-5161 Fax: 318-362-0225

The Shreveport Times Phone: 318-459-3390 Fax: 318-459-3333

**EVALUATING ENGLISH PROFICIENCY OF APPLICANTS
FOR WHOM ENGLISH IS A SECOND LANGUAGE
(for academic positions only)**

Applicant's Name _____

Evaluation of phone interview:

- _____ Very proficient
- _____ Satisfactory
- _____ Lack of proficiency

Signature of Search Chair and/or Unit Head: _____

Evaluation of oral professional presentation:

- _____ Very proficient
- _____ Satisfactory
- _____ Lack of proficiency

Signature of Unit Head: _____

Signature of Two Faculty Members: _____

Signature of Two Students: _____

MAJOR FEDERAL ACTS AND ORDERS PROHIBITING DISCRIMINATION SUMMARY

YEAR	LEGISLATION	BASES OF NON-DISCRIMINATION	ACTIVITY AFFECTED	ENFORCEMENT AGENCY
1963	Equal Pay Act	Sex	Employment	EEOC
1964	Civil Rights Act ¹ , Title VI	Race, color, national origin	Student programs	OCR
1964	Civil Rights Act, Title VII (as amended)	Race, sex, color, religion ² , or national origin	Employment	EEOC
1965	Executive Order 11246	Race, sex, color, religion ² , or national origin	Employment	OFCCP
1972	Educational Amendments ¹ , Title IX	Sex	Student programs	OCR
1973	Rehabilitation Act ¹ 503 and 504	Mental or physical disability	Student programs and employment	OCR, OFCCP
1974	Vietnam Era Veteran's Readjustment Assistance Act 402	Disabled veterans and Vietnam era veterans	Employment	OFCCP
1974	Age Discrimination in Employment Act (Amended 1986)	Employees 40 years old and above; abolishes the mandatory retirement age ³	Employment	EEOC
1987	Immigration Reform and Control Act	National origin ⁴	Employment	EEOC
1987	Civil Rights Restoration Act	Race, sex, age, disability	Student programs and employment	OCR, OFCCP
1990	Americans with Disabilities Act	Disability	Student programs and employment public accommodation	EEOC
1991	Civil Rights Act, Title I	Race, sex, color, religion, or national origin	Employment	EEOC

¹ Programs and activities receiving or benefiting from Federal financial assistance only

² Some exemptions are permitted for institutions owned by religious corporations

³ Exemption for tenured college professors until 1992

⁴ Covers employees authorized to work in the U.S. who have filed a declaration of intent to become a citizen with the INS; applies to employers with four or more employees

GUIDE TO NON-DISCRIMINATORY INTERVIEWING

	It is Discriminatory to Inquire About:	It is not Discriminatory to Inquire About:
Name	The maiden name of a married applicant	
	The original name of an applicant whose name has been legally changed	
Birthplace and Residence	Birthplace of applicant	Applicant's place of residence
	Birthplace of applicant's parents	Length of applicant's residence in state and/or city where the employer is located
	Birth certificate, naturalization, or baptismal certificate	
Creed or Religion	Applicant's religious affiliation, church, parish, or religious holidays observed	
Race or Color	Applicant's race, or color of applicant's skin, eyes, hair, etc.	General distinguishing characteristics such as scar, etc.
Photographs	Photographs with application or after interview but before hiring	
Citizenship	Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any other inquiry related to citizenship	Whether the applicant is in the country on a visa which permits him to work
National Origin and Ancestry	Applicant's lineage, ancestry, national origin, descent, parentage, or nationality	
	Nationality of applicant's parents or spouse	
Language	Applicant's mother tongue	Languages applicant speaks and/or writes fluently
	Language commonly used by applicant at home	
Relatives	Name and/or address of any relative of applicant	Names of relatives already employed by the company
		Name and address of person to be notified in an emergency
Military	Applicant's military experience in other than U.S. Armed Forces, National Guard, or Reserve units	Military experience in the U.S. Armed Forces
	Applicant's whereabouts in 1914-18, 1941-45, 1950-53	
	Dates and conditions of discharge	
Organizations	All clubs, social fraternities, societies, lodges, or organizations to which the applicant belongs, other than professional, trade, or service organizations	Applicant's membership in any unions, professional, or trade organization
References	The name of applicant's pastor or religious leader	Names of persons willing or proved professional and/or character references for applicant
Sex and Family Composition	Sex of applicant	
	Dependents of applicant	
Arrest Record	The number and kinds of arrests of an applicant	Numbers and kinds of convictions
Height and Weight	Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement	

Louisiana Tech University Affirmative Action Package

Examples of Reasons for Non-Selection

Candidate's Choice

Would not relocate.
Accepted another job.
Offered the position but declined.
Asked not to be considered.
Accepted another position within the University.
Not available for interview.
No job opportunity for spouse.
Candidate requires a higher salary than authorized.
Not available for full-time employment at the start of the project period or quarter.
Failed to submit transcript/letters of recommendation required.
Failed to respond to requests for additional information.
Recommendations (or slides or publications) not submitted in time to be processed and considered for the position.
Advertised position was at the junior level; this candidate was unavailable for a job except at the senior level.
See explanation attached.

Degree

Did not possess academic qualifications advertised.
Did not possess a terminal degree.
Not making satisfactory and timely progress toward a terminal degree.
Degree in a field not compatible with the needs of the department as advertised.
Dissertation not completed and insufficient evidence that it will be by the end of the year.
Degree granting institution not as strong in the field as that of the candidate selected.
(Strengths of degree granting institutions should be widely disparate if this reason is used. Please use this reason cautiously for female candidates, as a female's choice of schools is sometimes dependent upon her spouse's career; hence she may not have had the luxury of choosing a top ranking school for her work.)
See explanation attached.

Teaching/Seminar

Area of specialization or interest overlaps significantly with those of current members of the department and hence does not fit with the needs of the department as advertised.
Area of secondary competence not compatible with the needs of the department as advertised.
Candidate's teaching or performing experience was not suitable for this position.
Insufficient teaching experience or candidate selected had more teaching experience.
Interview revealed that this candidate was not interested in the teaching assignment required by this position.
Did not have sufficient technical competence in the primary area.
Seminar/lecture failed to demonstrate scholarly substance.
Seminar/lecture demonstrated a communication problem.
Seminar/lecture demonstrated a language barrier.

See explanation attached.

Research, Scholarship, and Publications

Candidate acceptable but candidate selected has more and/or better publications.

Insufficient publication, composition, or exhibition record.

Creative artwork or musical composition judged inadequate by the research committee on the basis of submitted slides or tapes.

Lack of demonstrated research skills.

Research/Publications not appropriate to position as advertised.

Had done insufficient research or has not published adequately.

Research does not support teaching assignment.

See explanation attached.

Miscellaneous

History of difficult inter-personal relationships. (Use only in rare instances when a history truly exists and can be documented. Use cautiously, as racism and sexism are sometimes related to this difficulty.)

Potential conflict of interest with campus interests.

Candidate well qualified for the position, but quality of teaching and research was higher in the candidate selected. This candidate would be considered for the position if the first choice declines. This reason should not be used as a "catch-all." It should be used only for candidates on the short list or interview list; departments may be required to offer the position to such a candidate if the first choice declines.

Academic Administrators*

Candidate did not possess the degree(s) advertised.

Candidate's experience was outside the primary responsibilities of the position as advertised.

Candidate not interested in the teaching component of the position.

Candidate well qualified for the position and would be considered for the position if the first choice declined. (Should be used only for the very top 2-3 candidates; departments may be required to offer the position to such a candidate if the first choice declines.)

Candidate's contributions in the service area were insufficient. (Includes lack of participation in state or national organizations as well as a lack of participation in departmental or university committees.)

Candidate did not have a demonstrated record of obtaining external funding. (Use only when the person selected had such a record and when it is specifically mentioned as a job responsibility.)

Candidate had insufficient or inappropriate administrative experience.

See explanation attached.

*Some reasons for non-selection for administrative positions may be similar to those for faculty positions. For example:

Offered the position but declined.

Candidate requires a higher salary than authorized.

Degree in a field not compatible with the needs of the department

Has done insufficient research or has not published adequately considering the length of time.

SEARCH PROCEDURE

- Dr. Jane Smith, Chairperson, Mr. Gary Jones, and Dr. Jerry Joseph met as a committee on (date) to write the position description for this position. The position description was approved for advertisement on (date).
- The position was then advertised in the *Chronicle of Higher Education* and the *Affirmative Action Register* on (date). Additionally, the position was posted on the University's EEO Bulletin Board and the website for *Jobs in Higher Education* by the University's Office of Human Resources.
- The search committee reviewed the applicants on (date), studied all applications, and made notes as appropriate relating to each applicant's fulfilling of the requirements listed in the job description. It determined the acceptable candidates and ranked them according to qualifications.
- The top two candidates were invited to campus and interviewed. They also were asked to make oral presentations to _____. Telephone interviews were made with three additional candidates.
- The search committee met and evaluated them again. Two of the candidates were evaluated with the form reflecting English proficiency. The committee then made a recommendation to the Department Head.
- The Department Head reviewed all applications and agreed with the search committee recommendation. The Department Head then made a recommendation to the Dean on date ranking the top three candidates with an offer to be made in order of rank by candidate.
- The Dean concurred with the recommendation of the Search Committee and Department Head and then Part A of the Affirmative Action Packet was sent to the Affirmative Action Officer for review.

LETTERHEAD

(Date)

Dear _____ (Applicant) _____:

Your application for _____ (position title) _____ in the College of _____ at Louisiana Tech University has been received, and you will be placed in consideration for the position referenced above.

The information requested on the enclosed card will not affect consideration of your application or be used in any manner in the selection process. It is strictly for applicant tracking purposes relative to our affirmative action plan.

The university appreciates your interest in employment and will be back in contact with you as the selection process moves further along.

Sincerely,

Department Head/
Search Committee Chairperson

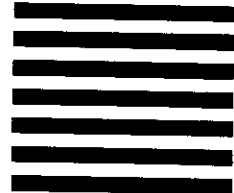
Enclosure



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 105 RUSTON LA

POSTAGE WILL BE PAID BY ADDRESSEE



DIRECTOR OF PERSONNEL - TS BOX 3173
LOUISIANA TECH UNIVERSITY
305 WISTERIA ST
RUSTON LA 71270-9985



AFFIRMATIVE ACTION INFORMATION FORM

This information is requested to determine Louisiana Tech's compliance with civil rights law, and your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

PART I. Please indicate the following information.

Applicant's Name: _____ Position/Title: _____

Department: _____ Anticipated Hire Date: _____

PART II. The following information is collected for equal opportunity reports. You ARE NOT legally required to provide this information.

1. **Ethnic Origin:**
 Hispanic or Latino
 Non-Hispanic or Non-Latino
2. **Race: (Please check all that apply)**
 White
 Asian
 American Indian/Alaskan Native
 Black or African American
 Native Hawaiian or Other Pacific Islander
 Other _____
3. **Gender:** Male Female
4. Do you wish to declare yourself as disabled under our Affirmative Action Plan? Yes No
5. Do you qualify as a Vietnam Era veteran (service between August 1964 and May 1975)? Yes No
6. If you have a disability, please state your condition and accommodation that may be required. _____
7. **Age:** Are you forty years of age or older? Yes No
8. How/Where did you find out about this position? _____

I DO NOT WISH TO INDICATE ANY OF THE ABOVE INFORMATION.

Date: _____

**LOUISIANA TECH UNIVERSITY
AFFIRMATIVE ACTION CHECKLIST**

PART B

Employment Process Checklist

- _____ 1. Appointment Request Form. For new, continuing appointments, the effective date of employment should not be prior to final approval by the President and the Board of Supervisors. Therefore, affirmative action packages should begin the signature process at least three to four weeks in advance of the appointment date. For temporary and/or part-time appointments, the President's signature should be received prior to the effective date of appointment.

- _____ 2. Original signed offer and acceptance letter. The formal offer cannot be made until review of the affirmative action package (Part A) by the EEO Officer and the approval by the President.

- _____ 3. Original of completed Applicant Background Information Form signed by applicant (final candidate).

- _____ 4. Official transcripts of the person recommended for employment. This applies to both full-time and part-time employees.

- _____ 5. Copy of job description on appropriate form. This particular form is utilized for non-classified, non-faculty positions. The original form should be signed by the employee during the employment process and forwarded to the Office of Human Resources.

- _____ 6. Faculty Credentials Form

Note: Human Resources will notify the employing department that a background check has been completed and documentation placed in the appropriate affirmative action and/or employment file.

Department

Signature of Department Head

Appointment Request Form

(Please link to the following)

http://www.latech.edu/latechnet/documents/personnel/appointment_request_form.pdf

2nd Page of Appointment Request Form

(Please link to the following)

http://www.latech.edu/latechnet/documents/personnel/appointment_request_form.pdf



PRINT CHARACTERS LIKE THIS
ABCDE 98765

CORRECT INCORRECT
● ○ ✕ ✖

Consent to Request Consumer Report & Investigative Consumer Report Information

--	--	--	--	--	--	--	--	--	--

Applicant's First Name or Initial

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

I understand that **University of Louisiana System** ("COMPANY") will use **Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457** to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, COMPANY may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand **Sterling InfoSystems Inc.'s** ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Education Verification | <input type="checkbox"/> Sex Offender Search |
| <input type="checkbox"/> SSN Trace | <input type="checkbox"/> Employment Verification | <input type="checkbox"/> OFAC/Terrorist Watch List |
| <input type="checkbox"/> Motor Vehicle Report | <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Fraud & Abuse Control Info System (FACIS®) |
| <input type="checkbox"/> Consumer Credit Report | <input type="checkbox"/> Professional License/Certification | <input type="checkbox"/> Office of Inspector General Sanctions (OIG) |
| <input type="checkbox"/> Other Please List: | | |

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if COMPANY makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify COMPANY within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize COMPANY to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

- California, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only:** I have the right to request a copy of any Report obtained by COMPANY from STERLING by checking the box. (Check only if you wish to receive a copy)
- Maine Applicants Only:** By checking the box, I indicate that I wish to receive the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding any investigative consumer report as well as receive a copy of any investigative consumer report obtained by Company from Sterling.
- Connecticut, Maryland, Oregon and Washington State Applicants Only (AS APPLICABLE):** I further understand that COMPANY will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law, (ii) I am seeking employment with a financial institution (Connecticut only); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only), (iv) the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (complete the question below) ,(v) I am seeking employment as a covered police or peace officer or with a federally insured bank or credit union (Oregon only) or (vi) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only),

Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information):

[_____]

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards.

Signature:

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Today's Date

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PRINT CHARACTERS LIKE THIS
ABCDE 98765

CORRECT INCORRECT
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U L S

For Office Use Only - Group ID (optional)

For Office Use Only - User ID (optional)

For Office Use Only - Location / Store # (optional)

First Name

Middle Name or Initial

Last Name

Date of Birth (MMDDYYYY)

Other Names Known By

Male

Female

Social Security Number

Primary Telephone Number (no dashes)

Current Address

Apt #

#yrs at this address

City

State

Zip Code

Previous Address

Apt #

#yrs at this address

City

State

Zip Code

Driver's License Number (no dashes)

License State

Email Address

Signature

Today's Date (MMDDYYYY)



Para informacion en espanol, visite <http://www.ftc.gov/credit> o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to <http://www.ftc.gov/credit> or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See <http://www.ftc.gov/credit> for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See <http://www.ftc.gov/credit> for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.



You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING

PLEASE CONTACT

Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 - 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 - 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051

Fair Credit Reporting Act Disclosure Statement

Disclosure

Louisiana Tech University (Tech), when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a “consumer report,” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or an employee of Tech, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as Tech.

A “consumer report” is any written, oral, or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes. For Tech purposes, a consumer report will consist of a criminal background check, employment verification, reference checking, and may consist of educational verification and civil litigation records check.

If Tech obtains a “consumer report” about you, and if Tech considers any information in the “consumer report” when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized, and you will be provided with a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”

Note: *Attach this disclosure statement to job offer letter and release form when sending to final candidate.*

LOUISIANA TECH UNIVERSITY

Position Description for Unclassified Positions

1. ORGANIZATIONAL INFORMATION

Present title of position: _____

Division: ~ Academic Affairs ~ Student Affairs ~ Administrative Affairs ~
President
~ Planning and Development ~ Athletics

Department/Office: ____

Individual who supervises the position described herein:

Name: _____

Title: .

2. DUTIES AND RESPONSIBILITIES

Duties and Responsibilities	% of Time

3. PURPOSE OF POSITION**4. QUALIFICATIONS/REQUIREMENTS****5. ESSENTIAL FUNCTIONS OF JOB****6. SUPERVISORY RESPONSIBILITY (if applicable)**

Position titles of your subordinates:

Nature of supervision:

7. SIGNATURE AND APPROVALS

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Dean's Signature (if applicable):

Date:

**Faculty Credentials Form
Louisiana Tech University
(also for graduate teaching assistants)**

Directions: *Items 1-7* can be completed by faculty applicant or department, but should be reviewed for accuracy by department. *Items 8-14* are to be completed by the department only. The Dean or Vice President can refer a review to the Credential Review Committee if additional evaluation is needed. Completed form to be included with initial Appointment Request Form prior to beginning of employment.

(1) Applicant _____ (2) Department _____

(3) ___ Main Campus ___ Barksdale ___ Extension Adjunct ___ Electronic Learning Adjunct

(4) Degree	(5) Credit Hours in Discipline*	(6) Institution Granting Degree/Credit	(7) Date

(8) **Accreditation.** Are degree/credit granting institutions regionally accredited? ___ Y ___ N
 Note: Degrees from international institutions require evaluation by external evaluation agency which must be completed prior to employment start date.

(9) **Communication Skills.** Has written and oral command of English been verified? ___ Y ___ N
 Note: If English is the Second Language of candidate, attached form must be completed and included.

CREDENTIAL STATUS

(10) Credentialed based on academic preparation to teach the following: ___ Y ___ N

(11) Credentialed as an **exception** (based on experience and/or professional contributions) to teach the following: ___ Y ___ N

DOCUMENTATION

(12) Have official transcripts been received/attached? ___ Y ___ N
 (13) Has external transcript evaluation (if required) been completed/attached? ___ Y ___ N
 (14) Is documentation supporting appointment attached? ___ Y ___ N

The Head/Director certifies by signature below that all information provided on this form and all supporting documentation is correct and accurate to the best of his/her knowledge.

(15) Head/Director _____ Date _____
 (16) Dean _____ Date _____
 (17) Credential Review Committee, if needed _____ Date _____
 (18) Vice President (if as exception or by Review Committee) _____ Date _____

<p>*Note to Department Head, Director, or other assigned reviewer: Degree title and completion date should be "circled" and relevant graduate courses should be "checked" on the accompanying transcripts.</p>
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**This form on Human Resources letterhead
Will be returned to the department after the
Background check has been completed.**

*This is to advise the _____ that the University
(Department)*

*Personnel Office has conducted a background check on _____
(Applicant's Name)*

*and this document will be placed in the appropriate affirmative action and/or
employment file.*

Comments:

Human Resources Representative

Date