

INFORMATION AND MEDIA NETWORKS

EEO

Martin Hall 230, Phone: 482-6306

www.louisiana.edu/InfoTech

See section on Hiring Procedures in Academic Affairs for a full explanation of the hiring process for faculty. Information about hiring unclassified staff is included in this section. The University's EEO Policy is located in the Policy Documents section at the back of this Handbook.

EEO Report Form for Category Full-Time Faculty or Unclassified Staff

UNIVERSITY OF LOUISIANA at LAFAYETTE
EEO REPORT FORM FOR CATEGORY FULL-TIME FACULTY OR UNCLASSIFIED STAFF

Your assistance is requested in completing the areas checked (✓). Please refer to the approved applicant pool which was returned to you with responses of race and sex indicated for those applicants who returned their EEO questionnaire. If you are aware of the requested information on any of the other applicants who did not respond, please include that information in your totals. This form is due back to the EEO Officer no later than ten (10) working days after the form is received in your office.

RETURN TO: EEO Officer

Information is requested for persons hired for:

Fall 2008

ADMINISTRATIVE UNIT: \_\_\_\_\_

POSITION EEO # \_\_\_\_\_ EFFECTIVE DATE OF HIRE: \_\_\_\_\_

PERSON COMPLETING FORM: \_\_\_\_\_

NAME OF NEW HIRE: \_\_\_\_\_

RANK/TITLE: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

TOTAL NUMBER OF APPLICANTS FOR THIS POSITION: \_\_\_\_\_

HOW MANY MALES?\* HOW MANY FEMALES?\*

Black White Other Unknown Black White Other Unknown

Sex Unknown \_\_\_\_\_

RACE OF APPLICANTS WHO REACHED FINAL CONSIDERATION:

HOW MANY MALES?\* HOW MANY FEMALES?\*

Black White Other Unknown Black White Other Unknown

\*If you are unsure of race and/or sex, please do not guess; list as unknown.

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**EEO Checklist for Hiring Unclassified Staff**

**UL LAFAYETTE'S EEO CHECKLIST FOR HIRING UNCLASSIFIED STAFF**  
**NOTE: EEO NUMBER IS REQUIRED ON ALL CORRESPONDENCE**

Department \_\_\_\_\_ Anticipated Appointment Date \_\_\_\_\_

Position \_\_\_\_\_ New/Replacement For \_\_\_\_\_

Temporary/Continuing \_\_\_\_\_ EEO No. \_\_\_\_\_ Salary Range \$ \_\_\_\_\_

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- 1. Department Head requests position through chain of command.
- 2. Position approved through chain of command.
- 3. EEO Number assigned \_\_\_\_\_ (required on all correspondence).
- 4. **Vacancy announcement approved** through chain of command and EEO Officer. If this vacancy is to be posted on the UL web page, please send your approved e-file to [duke@louisiana.edu](mailto:duke@louisiana.edu) for posting.
- 5. **Labels with Names and Addresses** (preferably home addresses) of all applicants sent to EEO Officer, **as well as with a hard copy for filing, as they are received**. (It is urged that additional applicant names/addresses be sent in on a weekly basis while applications are still being accepted. (See page two for format).
- 6. After the closing date for applications to be received has been reached, **list of names only** of all applicants must be sent to the EEO Officer for **approval of applicant pool**.
- 7. During the interview process (in person or by phone) the attached information from University Police **must be provided** to the applicants in compliance with the Federal 1998 Clery Act.
- 8. Department Head/Director receives ranked listing of top three candidates from Search Committee.
- 9. Department Head/Director seeks permission through chain of command to make employment offer to candidate.
- 10. Once candidate accepts employment offer, Department Head/Director initiates **Appointment Form for Unclassified Personnel** to hire candidate. Form is sent to EEO Officer for approval.
- 11. Other approvals necessary are:
  - Director, Academic Planning & Faculty Development
  - Vice President
  - President

\_\_\_\_\_ 12. Copies of approved Appointment Form are returned to all parties involved from Vice President.

\_\_\_\_\_ 13. An **EEO Report Form** is sent to the Department Head and **must be completed and returned to EEO Officer within 10 working days after receipt.**

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The recommended format to use in submitting names and addresses of applicants for each position is as follows:

**Labels:**

Name  
Street Address  
City, State, Zip Code

**Please note:** Applicants usually prefer receiving EEO correspondence at their **home address** as many of them do not wish to have their current employer aware that they may have applied for another position elsewhere.

Sending labels of additional names **on a weekly basis, or as sufficient applications are received** would be helpful. Responses to the some of the EEO data forms must have been received by the EEO office before your final applicant pool can be approved. **Do not wait** to send in names and addresses until all applications are received and you are ready to begin interviewing.

6. The recommended format to use for having your applicant pool is as follows:

**Please approve the applicant pool for position EEO No. \_\_\_\_\_**



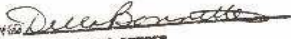

List names only of all applicants and send to EEO Officer

**Staff (Unclassified) Vacancy Announcement Form**

**Martin Hall 230, Phone: 482-6306**

Vacancy announcements, academic and unclassified staff, are generated in the department by defining the following: position, responsibilities, qualifications, salary and rank, effective date, closing date, and application. Unclassified staff announcements should include the following information: full time position, responsibilities, qualifications, salary range, starting date and applications.

**Staff (Unclassified) Vacancy Announcement**

 UNIVERSITY OF LOUISIANA Lafayette, LA	<b>STAFF VACANCY</b>
	JUL 02 2003
	Vice President for Information Technology
<b>ADMISSIONS COUNSELOR</b>	
<p>The University of Louisiana at Lafayette is seeking an Admissions Counselor/Recruiter for minority recruitment efforts. This person will serve as a member of the Enrollment Services staff. Responsibilities include communication of information concerning the University's academic programs and admissions requirements to all prospective students, parents, and high school personnel; coordination of University outreach efforts, including special events; and guidance of students at the point of admission to UL Lafayette. The Director of Enrollment Services may assign additional duties. The successful candidate will possess a strong work ethic. He/she should be an energetic individual possessing a high degree of initiative and the ability to work well both independently and as a part of a team.</p>	
<p>This is an important and highly visible, unclassified, professional position with responsibilities and duties that are not confined to a regular eight hour workday.</p>	
<p><b>Qualifications:</b></p>	
<ul style="list-style-type: none"> <li>• The minimum of a Bachelor's degree</li> <li>• Knowledge and understanding of the diverse student population served by the University</li> <li>• Computer literacy</li> <li>• Strong written communication skills</li> <li>• Strong organization and oral presentation skills</li> <li>• Commitment to student service and diversity</li> <li>• Willingness to travel extensively and work evenings and weekends as necessary.</li> </ul>	
<p><b>Starting Date:</b></p>	<p>July 28, 2003, or until filled</p>
<p><b>Applications:</b></p>	<p>For initial consideration, the following must be received by Monday July 14, 2003:</p> <ul style="list-style-type: none"> <li>• an official letter of application</li> <li>• comprehensive resume</li> </ul>
	<p>Mail materials to:</p>
	<p>QSN Committee Chairperson          P. O. Box 44652          Lafayette, LA 70504-4652</p>
<p>EEO No. EM 2-02</p>	
<p>          APPROVED          LAFAYETTE, EEO OFFICER</p>	
<p>The University of Louisiana at Lafayette is an Affirmative Action/Equal Opportunity Employer</p>	
<p>A Member of the University of Louisiana System</p>	
	

## **STEP**

**Phone: 482-2742**

<http://sga.louisiana.edu/STEP>

Common access computer laboratories funded by STEP are located in: Bourgeois Hall, Conference Center, Dupré Library, F. G. Mouton, Guillory Hall (Cyress Lake Café), Lee Hall, Stephens Hall and H. L. Griffin. Information on how to submit a grant application can be found on the SGA web page.

## **Telephones**

**Phone: TT#**

<http://info.louisiana.edu>

Information and Media Networks handles the support of telephone services. Telephone dialing instructions and features are published in the Blue Key telephone directory (green pages). The instructions, tutorials and on-line forms are available at <http://info.louisiana.edu>. Trouble reports and new service requests can be made by dialing TT# (from off campus 482-0088). Operator service is available by dialing 0#.

## **Computer Networks**

**Phone: TT#**

<http://info.louisiana.edu>

Information and Media Networks handles the support of computer network services. The Department website is located at <http://info.louisiana.edu>. Trouble reports and requests can be made by dialing TT# (from off campus 482-0088).

## **Help Desk Services and Support**

**Stephens Hall 201, Phone: 482-5516**

<http://helpdesk.louisiana.edu>

Email: [helpdesk@louisiana.edu](mailto:helpdesk@louisiana.edu)

The Help Desk provides assistance to UL Lafayette students, faculty and staff who are using computers for academic pursuits. See the Help Desk website for in-depth services and support or call the above number for assistance.

## **University Email**

**Stephens Hall, Room 201, Phone: 482-5516**

<http://helpdesk.louisiana.edu>

In order to access University email a UCS account must be activated. The UCS username and password are used to access your University email account. Go to Stephens Hall, room 201 for assistance in setting up the account. University email may be accessed through a number of options. The Help Desk website, <http://helpdesk.louisiana.edu>, offers extensive information on the use of University email.

## **UCS Account Activation**

**Stephens Hall 201, Phone: 482-5516**

<http://helpdesk.louisiana.edu>

Email: [helpdesk@louisiana.edu](mailto:helpdesk@louisiana.edu)

Accounts and password changes are activated and supported by the Computing Support Services Help Desk in Stephens Hall. You must appear in person and provide some form of photo identification such as: University ID, driver's license, etc. Activating the UCS account is an overnight process. Persons seeking a password change should visit <http://helpdesk.louisiana.edu>; if the current password is unknown the person must present a pictured ID at the Help Desk.

**ISIS/MVS**

**Stephens Hall 321, Phone: 482-6841**

**[www.louisiana.edu/InfoTech/OIS/](http://www.louisiana.edu/InfoTech/OIS/)**

One of the services provided by the Office of Information Systems is the ability to access the IBM mainframe system consisting of ISIS, the administrative database; LIBIS, the online library catalog; and MVS accounts for administrative and special academic users. In order to use this system you must have an MVS account. To obtain MVS accounts contact the Help Desk at 482-5516 or 482-5622. The Help Desk is located in Stephens Hall 201. The ISIS database incorporates most of the administrative information in the University and allows faculty advisors to obtain student records, which enables the advisor to assist and better serve students with their scheduling. Advisors must have an MVS account to access ISIS. Departmental records may be accessed by departmental administrative staff. To obtain an account call the Office of Information Systems.

# ISIS/MVS Account Application

## ISIS / MVS Account Application

Name: \_\_\_\_\_ UL Lafayette ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Depr.: \_\_\_\_\_ Acct.Code (Required): \_\_\_\_\_ Phone: \_\_\_\_\_

Classification (circle one): faculty / staff

Account Type & Access - You must be in the University database to get an account.

**Administrative:** Check all that apply and return form to Office of Information Systems (OIS).

Terminal Type:  PC/MAC  TUI terminal

Access Needed:  ISIS (IDMSPROD)  FINANCIAL AID (IDMSSAM)  TSO

### Important Points About UL Lafayette Computing and Network Use

UL Lafayette provides you with computer and network access to facilitate your personal work and/or study responsibilities at UL Lafayette. Personal enrichment activities may be acceptable, if they do not consume resources required for critical use or otherwise interfere with such use.

- Use for personal profit or to operate a business is not acceptable and may be grounds for loss of computing privileges.
- Use on behalf of an organization, even a nonprofit one, is only acceptable if **prior** approval is received in writing from the UL Lafayette administration.
- **Never allow someone else to use your account!** You are responsible for usage done under the access codes issued to you. **Keep your password secret!**
- Use of someone else's account or otherwise electronically impersonating another is unacceptable and may be grounds for loss of computing privileges for either or both accounts.
- Use of computer or network facilities to interfere with, annoy, or harass other computer users, whether at UL Lafayette or at any other site throughout the world, is unacceptable and may be grounds for loss of computing privileges.
- The University is co-owner of any files you create. A system administrator may inspect your files to resolve system problems. Anyone who sponsors or supervises your computing activities will also have access to inspect your files.
- You may be billed for inappropriate use, deliberately wasteful or destructive use of resources, and for staff time required to investigate and resolve problems resulting from inappropriate use.

I am requesting this computing account for my own use and will be responsible for all computing activities done on this account. I am responsible for knowing UL Lafayette policies governing the use of computing facilities and networks. I understand that my computer use is also subject to all applicable State and Federal laws.

\_\_\_\_\_  
signature of account owner

For Office Use Only

UserID	
Date Installed	
Registered by	

**Non-Discrimination**

**Phone: 482-1394**

**[www.louisiana.edu/Faculty/Handbook/id74.htm](http://www.louisiana.edu/Faculty/Handbook/id74.htm)**

The University's EEO Officer handles inquiries regarding non-discrimination policies. Inquiries concerning the application of non-discrimination policies may also be referred to Regional Civil Rights Director, Office for Civil Rights, U. S. Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas. See the Policy Documents section at the end of this Handbook.