

Format for Personnel Actions Requiring Board Approval

Date:

To: Executive Committee of the LSU Board of Supervisors

Through: Chancellor Michael V. Martin

Through: Executive Vice Chancellor and Provost Astrid E. Merget

Through: Dean

From: Chair

Campus: Baton Rouge

Title of Position:

Working Title (if applicable):

Position Number:

Effective Date:

Name of Previous Incumbent (if applicable):

Salary of Previous Incumbent (if applicable):

Name of Current Employee/Candidate for this position:

Current Salary of Employee/ Candidate: unknown, outside employer:

Salary Range:	Minimum	Midpoint	Maximum
	\$	\$	\$

Proposed Salary: \$

Data Source for Salary:

How Was the Proposed Salary Determined:

Special Compensation:

Source of Funds:

General Comments/ Additional Information including the Need for the Action:

Special Comments about This Particular Employee/ Action: NA

[If the action requires a response before the next Board meeting then the “Requirement for Urgency in the Approval Process” must be explained in an addendum addressed to the Executive Committee, LSU System]