

- Benefits Eligible
- Appointment
- Change in Status
- Termination

**UNIVERSITY OF CENTRAL ARKANSAS
PERSONNEL ACTION FORM**

- Regular
- Extra Help
- Emergency Hire

| | | | | |
|-----------|---------|------|------------------------|------------------------------------------------------------------------|
| NAME Last | First | M.I. | SOCIAL SECURITY NUMBER | UCA ID |
| Baker | Gilbert | | | XXXXXXXXXX |

| A1. PROPOSED STATUS | | | | B1. PRESENT STATUS | | |
|------------------------------|------------------------------------------------|------------------------------|----------------------------------------------------------|----------------------------------------------|------------------------------|----------------------------------------------------------|
| 1. College/Division | College of Fine Arts and Communication | | | College of Fine Arts and Communication | | |
| 2. Primary Dept. Name | Music | | | Music | | |
| 3. Title of Position | Professor | | | Professor | | |
| 4. Employment Status | Grade | Full-time X | Part-time % | Grade | Full-time X | Part-time % |
| 5. Salary | \$ | 12 mo. _____ 10 mo. _____ | 9 mo. _____ Other <input checked="" type="checkbox"/> | \$ 51,000 | 12 mo. _____ 10 mo. _____ | 9 mo. _____ Other <input checked="" type="checkbox"/> |
| 6. Academic Term Designation | 1 (Spring) <input checked="" type="checkbox"/> | 3 (Summer I) _____ | 5 (Other) _____ | 1 (Spring) _____ | 3 (Summer I) _____ | 5 (Other) _____ |
| | 2 (Fall) _____ | 4 (Summer II) _____ | | 2 (Fall) <input checked="" type="checkbox"/> | 4 (Summer II) _____ | |

| A2. PROPOSED SALARY DISTRIBUTION | | | | | | |
|----------------------------------|-------------------------------------|---------------|------|---------------------|-----------|------------------------------------------|
| 7. Position Number (Leave Blank) | 8. Salaries Account Number and Name | | 9. % | 10. Effective Dates | | 11. Amount to be Paid (Payroll Use Only) |
| | Account Number | Account Name | | From | To | |
| 173156 | 335000-610300 | Leave w/o pay | | 01/08/2015 | 05/5/2015 | |

| B2. PRESENT SALARY DISTRIBUTION | | | | | | |
|----------------------------------|-------------------------------------|--------------|------|---------------------|------------|------------------------------------------|
| 7. Position Number (Leave Blank) | 8. Salaries Account Number and Name | | 9. % | 10. Effective Dates | | 11. Amount to be Paid (Payroll Use Only) |
| | Account Number | Account Name | | From | To | |
| | 335000-610300 | Music | 100 | 08/20/2014 | 12/16/2014 | |

C. EXPLANATION

1. Reason for the Appointment, Change, or Termination: Mr. Baker will be on leave without pay for the Spring 2015 semester.

2. Person being replaced: _____

3. Is this a Tenure Track Position? Yes No

4. For termination, show the last day the employee was or will be present for work: _____

| SIGNATURES | | | |
|---------------------------------|------|-----------------------------|-------------------|
| Principal Investigator (Grants) | Date | HUMAN RESOURCES OFFICE ONLY | |
| Hiring Unit/Department Chair | Date | Job Code: <u>07</u> | Title Code: _____ |
| Dean of College | Date | Concurrent Approved: _____ | Schedule: _____ |
| Vice President | Date | PAYROLL OFFICE ONLY | |
| Human Resources | Date | | |
| Budget Office | Date | | |
| President | Date | Entered by: _____ | Date: _____ |

Please Submit This Form in Yellow


RECEIVED
PERSONNEL OFFICE
14 DEC 19 PM 4:21



University of
Central Arkansas
COLLEGE OF
FINE ARTS &
COMMUNICATION

Memorandum

To: Steve Runge, Executive Vice-President and Provost

From: Terry Wright, Dean 

Date: December 3, 2014

Re: Gilbert Baker Unpaid Leave of Absence

I received a memo today from Music Department Chair Paige Rose that Professor Gilbert Baker has requested an unpaid leave of absence for the 2015 spring semester.

Professor Baker states that he wishes to pursue several research opportunities that directly pertain to his Music Department teaching and service responsibilities.

As Chair Rose observes, the salary savings from Professor Baker's unpaid leave status would sufficiently provide funding for part-time faculty to cover his spring course assignments.

I support Professor Baker's request and recommend that he be granted an unpaid leave of absence for the upcoming semester.

*Ok
Tammie Carr
12/10/2014*

OFFICE OF THE DEAN

Harrin 222 | 201 Donaghey Avenue | Conway, AR 72035
501-450-3293 | FAX 501-450-3296 | uca.edu



University of
Central Arkansas[®]
COLLEGE OF
FINE ARTS &
COMMUNICATION

MEMO

To: Terry Wright, Dean, College of Fine Arts and Communication

From: Paige Rose, Interim Chair, Department of Music

Date: 12/03/14

Re: Gilbert Baker Unpaid Leave of Absence

This morning, Gilbert Baker submitted a request for an unpaid leave of absence from the university for the spring 2015 semester. It seems that Mr. Baker has a unique chance to pursue several research opportunities that relate to his teaching and service duties in the Department of Music at UCA.

Because this request is for an unpaid leave, it would require no additional funding from the department, college, or university. In fact, Mr. Baker's unpaid status in the spring would more than fund the part-time faculty who would assume his teaching assignments.

I believe that this is an excellent opportunity for Mr. Baker to pursue academic projects relative to his position in the Department of Music. As such, I fully support this request and recommend an unpaid leave of absence for Mr. Gilbert Baker, effective throughout the spring of 2015.

DEPARTMENT OF MUSIC

Snow Fine Arts, Room 103 | 201 Donaghey Avenue | Conway, AR 72035

501-450-3163 | FAX 501-450-5773 | uca.edu/music

Gilbert Baker, Assistant Professor
UCA Music Department

December 3, 2014

Dear Dr. Rose,

I am requesting an unpaid leave of absence for the Spring semester, 2015. The faculty handbook states that a request for an unpaid leave starts at the department level.

My first full semester back on the faculty this past Fall has been incredibly gratifying. I love teaching and enjoy the students. The semester leave will allow me to pursue several research opportunities relating to my teaching and service responsibilities in the music department.

Thank you for considering this request and I look forward to returning to my teaching responsibilities in the future.

Sincerely,

A handwritten signature in cursive script that reads "Gilbert Baker". The signature is written in black ink and is positioned above the printed name.

Gilbert Baker