



Banner ID #	Last Name Shagrani, Mahmoud	First Mahmoud	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) change from part time to temporary full time
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Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit:

Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit:
Math and Physical Science

Job Title/Position: Temporary Full Time Instructor of Mathematics	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Name of Replaced Employee: Ariel Taylor	Position No. (NBAPOSN): MAT14T
Budget Number: 1610-14305-6091-100	
Compensation: \$ 28,275	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/14/19	End Date:
<input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Spring 2019 Semester	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou=Mathematics, c=TX</small> Date: 2018.12.12 13:52:42 -0600	Date	Approved by Dean	Date
Approved by Division Chair Kelley Whitley <small>Digitally signed by Kelley Whitley Date: 2018.12.12 14:08:47 -06'00'</small>	Date	Approved by Vice President <i>LW</i>	Date 12-13-18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 01/02/19
Budget Approval <i>B. Stocian</i>	Date 1/2/19	Approved by President <i>Bruce Melnick</i>	Date 1-2-19