



Banner ID #	Last Name Shropshire, Andrea M.	First	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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change in contract length</b>
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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: Allied Health Job Vacancy No.: (if applicable) 1312 F 096

Job Title/Position: Instructor of ADN (Program Director) Specialized Area: ADN

Budgeted Position?  Yes  No Funded in which FY? FY19

Budget Number: 1110-14181-6091-102 Position No. (NBAPOSN): ADN005

Compensation: \$ 87,401	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 7 _____ Step 28 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/01/16	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

**PROPOSED** Division/Unit: Allied Health Job Vacancy No.: (if applicable) 1812 F 080

Job Title/Position: Instructor of ADN Specialized Area: ADN

Budgeted Position?  Yes  No Name of Replaced Employee: Amanda Pence Funded in which FY? FY19

Budget Number: 1610-14181-6091-102 Position No. (NBAPOSN): ADN003

Compensation: \$ 65,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 7 _____ Step 28 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/19/19		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:  
Shropshire will no longer serve as program director

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Carol Derkowski</b> Digitally signed by Carol Derkowski Date: 2019.01.23 11:05:46 -06'00'	Date	Approved by Dean	Date
Approved by Division Chair <b>Carol Derkowski</b> Digitally signed by Carol Derkowski Date: 2019.01.23 11:06:03 -06'00'	Date	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=leahcollins@wcjc.edu, c=US Date: 2019.01.23 14:28:01 -0500	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones VP</i>	Date 01/30/19
Budget Approval <i>B. Stacion</i>	Date 1/29/19	Approved by President <i>Carol Derkowski</i>	Date 1/31/19