

Banner ID # @	Last Name Krpec, Tom-Kody	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 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) Completion of 21 additional graduate hours for a total of 48.
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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: Communications and Fine Arts Job Vacancy No.: (if applicable) 1808 F 048

Job Title/Position: Instructor of Developmental English Specialized Area: English

Budgeted Position? Yes No Funded in which FY? FY22

Budget Number: 1610-14506-6091-100 Position No. (NBAPOSN): DEV003

Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>3</u> Step <u>2</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/23/21	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: Communications and Fine Arts Job Vacancy No.: (if applicable) 1808 F 048

Job Title/Position: Instructor of Developmental English Specialized Area: English

Budgeted Position? Yes No Name of Replaced Employee: N/A Funded in which FY? FY23

Budget Number: 1610-14506-6091-100 Position No. (NBAPOSN): DEV003

Compensation: \$ 50,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>5</u> Step <u>2</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/22/22		<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:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o=ou, email=rallsp@wcjc.edu, c=US Date: 2022.07.18 13:46:01 -05'00'</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.06.27 14:26:16 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 07/21/2022	Approved by President <i>[Signature]</i>	Date 7-22-22