

Banner ID # @	Last Name Saquer, Muna	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) <b>Completion of 54 graduate hours.</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.

<b>CURRENT</b> Division/Unit: Technology and Business	Job Vacancy No.: (if applicable) 2107 F 023
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	Position No. (NBAPOSN): CST008
Compensation: \$ 58,973	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>10</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: 08/19/19	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)

<b>PROPOSED</b> Division/Unit: Technology and Business	Job Vacancy No.: (if applicable) 2107 F 023
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Funded in which FY? FY22	Position No. (NBAPOSN): CST008
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	
Compensation: \$ 64,223	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>5A</u> Step <u>10</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 checked="" 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 <b>David Kucera</b> <small>Digitally signed by David Kucera DN: cn=David Kucera, ou=Wharton County Junior College, ou=Division of Technology and Business, email=dkucera@wcjc.edu, o=US Date: 2022.07.14 12:36:03 -0500'</small>	Date	Approved by Dean <b>Donald S Smith</b> <small>Digitally signed by Donald S Smith Date: 2022.07.14 17:04:44 -05'00'</small>	Date
Approved by Division Chair <b>David Kucera</b> <small>Digitally signed by David Kucera DN: cn=David Kucera, ou=Wharton County Junior College, ou=Division of Technology and Business, email=dkucera@wcjc.edu, o=US Date: 2022.07.14 12:36:22 -0500'</small>	Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2022.07.18 09:55:52 -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