



Banner ID # @	Last Name Le, Tri	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time				
<b>Part II: Assignment/Accounting</b> 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:			Job Vacancy No.: (if applicable)	
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:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
\$				
Start Date:	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit:			Job Vacancy No.: (if applicable)	
Math and Physical Science / Instruction			2408 F 030	
Job Title/Position:			Specialized Area:	
Temporary Instructor of Mathematics			Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: James Hopson		Funded in which FY? FY25	
Budget Number: 1110-14305-6091-100			Position No. (NBAPOSN): MAT19T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 5 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
\$ 24,775				
Start Date: 08/19/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 012/13/24	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Fall 2024 Semester				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Date	Approved by Dean	
Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, o=Math Department Head, ou=WCJC, email=smithy@wcjc.edu, c=US Date: 2024.08.13 11:41:32 -0500</small>				
Approved by Division Chair		Date	Approved by Vice President	
Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou, email=mauchj@wcjc.edu, c=US Date: 2024.08.13 15:31:55 -0500</small>			Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.08.13 11:34:12 -0500</small>	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources	
			 Date: 8/15/24	
Budget Approval		Date	Approved by President	
 Date: 8-15-24			 Date: 8-15-24	