



Banner ID # @	Last Name Davis, Sandra	First Sandra	Middle Initial S	Telephone 817-222-2222
Address 1110-14181-6091-102		City Dallas		State TX Zip 75243

**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="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) _____  <input checked="" type="radio"/> Full-Time <input type="radio"/> Part-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.

<b>CURRENT</b> Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of ADN			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN005
Compensation: \$ 83,401	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched <u>FAC</u> Grade <u>1</u> Step <u>33</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: 01/13/14	End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify) \_\_\_\_\_

<b>PROPOSED</b> Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of ADN			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY23
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN005
Compensation: \$ 84,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched <u>FAC</u> Grade <u>1</u> Step <u>34</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: 09/01/22		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify) \_\_\_\_\_

Explanation of Action:  
Adjustment for longevity as agreed upon February/March 2015

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN Date: 2022.08.17 12:07:25 -05'00'</small>	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2022.08.17 13:41:34 -05'00'</small>
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2022.08.17 15:02:56 -05'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.08.17 13:23:20 -05'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources <i>Patricia Doherty</i> 8/19/2022
Budget Approval <i>B. Doherty</i> 08/19/2022	Approved by President <i>Betty A. McCreary</i> 8-22-22