



Banner ID # @	Last Name King, Nathan	First	Middle Initial	Tel#
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 type="radio"/> Temporary <input checked="" 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 checked="" 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 checked="" type="radio"/> At-will-employee <input 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 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: Communications and Fine Arts			Job Vacancy No.: (if applicable) 2109 F 038	
Job Title/Position: Instructor of English			Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Mary Lang		Funded in which FY? FY22	
Budget Number: 1110-14503-6091-100 40%, 1210-14503-6091-100 60%			Position No. (NBAPOSN): ENG005	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>7</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	
\$ 55,550				
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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head Sharon L. Prince		Date Digitally signed by Sharon L. Prince Date: 2022.05.09 10:20:15 -05'00'	Approved by Dean Date	
Approved by Division Chair Patrick Ralls		Date Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o=WCJC, email=pralls@wcjc.edu, c=US Date: 2022.05.09 09:18:46 -05'00'	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.05.09 12:52:46 -05'00'	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>[Signature]</i> 5/17/22	
Budget Approval <i>[Signature]</i>		Date 05/17/2022	Approved by President <i>[Signature]</i> 5-18-22	