



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Kenyon, Cathryn	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 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 checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

**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:	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 type="radio"/> Per contract	If temporary, anticipated termination date:

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

<b>PROPOSED</b> Division/Unit: Academic Instruction / Math & Physical Science	Job Vacancy No.: (if applicable) 2503 F 014
Job Title/Position: Instructor of Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Jacob Mehr
Budget Number: 1110-14305-6091-100	Funded in which FY? FY25
Compensation: \$ 60,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/18/25	<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:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, o=Wharton County Junior College, ou=WCJC, email=ysmith@wcjc.edu, c=US Date: 2025.06.23 22:51:55 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou, email=jmauch@wcjc.edu, c=US Date: 2025.06.24 08:08:54 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2025.06.24 08:18:12 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Michael Doherty</i> 6-25-25	Date
Budget Approval BSK <i>Betty A. McCracken</i> 6/25/25	Date	Approved by President <i>Betty McCracken</i> 6-30-25	Date