

Banner ID # - @	Last Name Goins, Natasha	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 checked="" 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)  Completed 12 hours towards PhD
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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) 1302 F 024
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 1610-14181-6091-102	Position No. (NBAPOSN): ADN009
Compensation: \$ 58,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1A _____ Step 2B _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/12 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: <input checked="" 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: Allied Health	Job Vacancy No.: (if applicable) 1302 F 024
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 1610-14181-6091-102	Position No. (NBAPOSN): ADN009
Compensation: \$ 59,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 2 _____ Step 2B _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/09/17	<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:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN DN: cn=Andrea Shropshire, DNP, MSN, RN, ou=Wharton County Junior College, ou=Program Director, Associate Degree Nursing, email=ashropshire@wcjc.edu, c=US Date: 2017.03.21 09:13:35 -0500</small>	Date	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, cn=VPL, ou=Wharton County Junior College, ou=Program Director, Associate Degree Nursing, email=mcostanza@wcjc.edu, c=US Date: 2017.03.21 11:04:11 -0500</small>	Date
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2017.03.21 10:06:34 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, cn=VPL, ou=Wharton County Junior College, ou=Program Director, Associate Degree Nursing, email=lcollins@wcjc.edu, c=US Date: 2017.03.21 10:50:08 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judith Jones</i>	Date 03/30/17
Budget Approval <i>B. Kocian</i>	Date 3/30/17	Approved by President <i>Betty G. Malachuk</i>	Date 4-3-17

*[Handwritten signature]*