



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Delgado Andrade, Silvana C.	First Middle Initial	Telephone
Address		City	State Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____) <input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> Other (explain)
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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.

CURRENT 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 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:

☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Math and Physical Sciences/Instruction		Job Vacancy No.: (if applicable) 2508 F 043	
Job Title/Position: Instructor of Physics		Specialized Area: Physics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Rafay Anway	Funded in which FY? FY25	
Budget Number: 1610-14307-6091-100		Position No. (NBAPOSN): PHS03T	
Compensation: \$ 27,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 7 Step 0	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/25		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: December 12, 2025

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 ½ months ☐ 12 months ☒ Other (specify) Fall 2025 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Rocio Doherty</i>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch	Date	Approved by Vice President Leigh Ann Collins	Date
Digitally signed by Jennifer Mauch Date: 2025.08.18 15:14:29 -05'00'		Digitally signed by Leigh Ann Collins Date: 2025.08.18 17:05:54 -05'00'	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>Betty A. McCracken</i>	Date	Approved by President <i>Betty A. McCracken</i>	Date