

Banner ID #	Last Name Saquer, Muna	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<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)
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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 Sched _____ <input type="radio"/> Hourly Grade _____ <input type="radio"/> Other (explain) 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 checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Technology and Business	Job Vacancy No.: (if applicable) 1904 F 020
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: Rebecca Brown	Funded in which FY? FY19
Budget Number: 1110-14809-6091-102 10%; 1210-14809-6091-102 60%; 1610-14809-6091-102 30%	Position No. (NBAPOSN): CST003
Compensation: \$ 50,050 <input checked="" type="radio"/> Annual Sched FAC _____ <input type="radio"/> Hourly Grade 1 _____ <input type="radio"/> Other (explain) 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: 08/19/19	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Stephen Lyford <small>Digitally signed by Stephen Lyford Date: 2019.06.28 11:18:57 -05'00'</small>	Approved by Dean
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US Date: 2019.06.29 12:11:14 -05'00'</small>	Approved by Vice President
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources
Budget Approval B. Kucera 7/9/19	Approved by President Judy Jones 07/09/19 David Kucera 7-9-19