

Banner ID #	Last Name Moore, Melissa	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 checked="" type="checkbox"/> Other (explain)  <b>change from part time to full time temporary</b>
<input type="radio"/> Full-Time <input checked="" 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.

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)	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
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)		

PROPOSED Division/Unit: Math & Physical Sciences		Job Vacancy No.: (if applicable) 1908 F 044
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics		Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY19
Budget Number: 1110-14306-6091-100		Position No. (NBAPOSN): DVM06T
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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 checked="" 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 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) <b>Fall 2019 Semester</b>		

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Yvonne Smith</b> <small>Digitally signed by Yvonne Smith Date: 2019.08.07 16:45:59 -05'00'</small>	Approved by Dean  
Approved by Division Chair <b>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=mauchj@wcjc.edu, c=US Date: 2019.08.08 09:05:11 -05'00'</small>	Approved by Vice President <i>Jac</i> 8-8-19
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources <i>Jeff Jones</i> 8-9-19
Budget Approval <i>B. Skocian</i> 8/9/19	Approved by President <i>Boyd M. Duke</i> 8-12-19