



Banner ID #	Last Name 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="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.		
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: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)		
PROPOSED Division/Unit: Math & Physical Science		Job Vacancy No.: (if applicable) 2001 F 006
Job Title/Position: Temporary Instructor of Mathematics		Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY20
Budget Number: 1110-14305-6091-100		Position No. (NBAPOSN): MAT18T
Compensation: \$ 56,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 6A 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: 08/24/20		<input checked="" 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 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 Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, o=WCJC Date: 2020.07.10 12:38:48 -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, email=mauchj@wcjc.edu, ou=WCJC Date: 2020.07.10 11:54:32 -0500</small>	Date	Approved by Vice President Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources Date
Budget Approval B. A. Kocian	Date 07/17/2020	Approved by President Date 7/17/2020