

Banner ID # @	Last Name - Derrickson, Sean	First	Middle Initial	Telephone
Address		City	State	Zip

**Part I: Check all that apply**

<b>Classification:</b> <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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change from temporary full time to regular full time</b>
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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: Life and Physical Sciences	Job Vacancy No.: (if applicable) 1609 F 040
Job Title/Position: Temporary Instructor of Chemistry	Specialized Area: Chemistry
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 1110-14302-6091-100 60% 1610-14302-6091-100 40%	Position No. (NBAPOSN): CHM06T
Compensation: \$ 26,275 <input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)	Sched FAC _____ Grade 7 _____ Step 4 _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/09/17 End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 05/12/17

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) Spring 2017 Semester

<b>PROPOSED</b> Division/Unit: Life and Physical Sciences	Job Vacancy No.: (if applicable) 1611 F 054
Job Title/Position: Instructor of Chemistry	Specialized Area: Chemistry
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 1110-14302-6091-100 60% 1610-14302-6091-100 40%	Position No. (NBAPOSN): CHM006
Compensation: \$ 52,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 7 _____ Step 4 _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 05/13/17	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Kelley Whitley</b> <small>Digitally signed by Kelley Whitley DN: cn=Kelley Whitley, ou=Wharton County Junior College, ou=Chemistry Department, email=kelley@wcjc.edu, c=US Date: 2017.03.28 13:16:53 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>Kevin Dees</b> <small>Digitally signed by Kevin Dees DN: cn=Kevin Dees, ou=Wharton County Junior College, ou=Division Chair, email=kevin@wcjc.edu, c=US Date: 2017.03.21 14:54:02 -0500</small>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 3-23-17
Budget Approval <i>B. D. Kocia</i>	Date 3/28/17	Approved by President <i>Boyd McNeil</i>	Date 4-3-17