

Banner ID # @	Last Name Kirby, Kimberly	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <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 checked="" type="checkbox"/> Other (explain) Going from PT to TFT faculty.
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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 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 and Physical Sciences	Job Vacancy No.: (if applicable) 2308 F 042		
Job Title/Position: Developmental Math Instructor	Specialized Area: Developmental Math		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Anna Casteen	Funded in which FY? FY23	
Budget Number: 1110-14306-6091-100 40%; 1210-14306-6091-100 60%	Position No. (NBAPOSN): DVM02T		
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>10</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: 08/21/23		<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/15/23
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 checked="" type="radio"/> Other (specify) Fall 2023 Semester			

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, c=US Date: 2023.08.15 10:00:30 -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=jmauch@wcjc.edu, c=US Date: 2023.08.15 11:07:59 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.15 12:27:32 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Rachel Johnson</i>	Date 08/17/23
Budget Approval <i>B. Kocian</i>	Date 08/17/2023	Approved by President <i>Betty A. Malachuk</i>	Date 8-17-23