

Banner ID # @	Last Name Ramirez, Jesi	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 checked="" type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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? Yes No Funded in which FY? _____

Budget Number: _____ Position No. (NBAPOSN): _____

Compensation: Annual Hourly Other (explain) _____

Sched _____ Grade _____ Step _____

Hourly Rate: (Part-time only)
\$ _____ per hr x _____ hrs/wk x _____ wks =
\$ _____ per year

Start Date: _____ End Date: _____

At-will-employee
 Per contract

If temporary, anticipated termination date: _____

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

PROPOSED Division/Unit: **Math and Physical Sciences** Job Vacancy No.: (if applicable) **1712 F 089**

Job Title/Position: **Instructor of Mathematics** Specialized Area: **Mathematics**

Budgeted Position? Yes No Name of Replaced Employee: **Sherry Liu** Funded in which FY? **FY18**

Budget Number: **1110-14506-6091-100 40%, 1610-14506-6091-100 60%** Position No. (NBAPOSN): **DVM004**

Compensation: Annual Hourly Other (explain) **\$ 46,050**

Sched **FAC** _____ Grade **1** _____ Step **3** _____

Hourly Rate: (Part-time only)
\$ **n/a** per hr x **n/a** hrs/wk x **n/a** wks =
\$ **n/a** per year

Start Date: **08/20/2018**

At-will-employee
 Per contract

If temporary, anticipated termination date: _____

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 Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, ou=Mathematics, email=jmauch@wcjc.edu, o=WCJC Date: 2018.05.11 10:00:00 -0500</small>	Approved by Dean
Approved by Division Chair Kelley Whitley <small>Digitally signed by Kelley Whitley DN: cn=Kelley Whitley, ou=Wharton County Junior College, ou=Chemistry Department, email=kwhitley@wcjc.edu, o=WCJC Date: 2018.05.11 10:10:00 -0500</small>	Approved by Vice President <i>JLC</i> 5-15-18
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources <i>[Signature]</i> 5-18-18
Budget Approval B. D. Kocian 5/18/18	Approved by President <i>[Signature]</i> 5-18-18