

Banner ID #	Last Name Zekavat	First Taraneh	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification:	<input type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Administrative/Professional Staff	<input checked="" type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input type="radio"/> Regular	<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: Instructional	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? 17
Budget Number: 218912.6012.6185.1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 63,401	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 8/31/16	End Date: N/A
<input type="radio"/> At-will-employee	<input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 8/31/16	

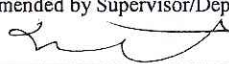

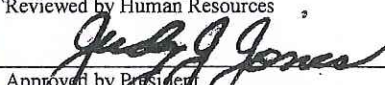

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Instructional	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 218912.6012.6185.1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 64,734	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 9/1/2017	End Date:
<input type="radio"/> At-will-employee	<input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 9/30/2017	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) 4 weeks

Explanation of Action:
Four week extension to provide for lapse between end of WCJC FY 17 and AEL 2017-2018 start date of 10/1/17.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head  Date: 9-8-17	Approved by Dean Date:
Approved by Division Chair Date:	Approved by Vice President  Date: 9-11-17
Approved by Cabinet Level Supervisor Date:	Reviewed by Human Resources  Date: 09/25/17
Budget Approval  Date: 9/25/17	Approved by President  Date: 9-29-17