



Banner ID # @	Last Name Trinh, Brian B.	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="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.

<b>CURRENT</b> 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:  
 9 months  10 ½ months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Instruction/Math & Physical Sciences	Job Vacancy No.: (if applicable) 2306 F 028
Job Title/Position: Instructor of Chemistry	Specialized Area: Chemistry
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Tracey Simmons-Willis
Budget Number: 1610-14302-6091-100	Funded in which FY? FY23
Compensation: \$ 53,050	Position No. (NBAPOSN): CHM002
Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 7 Step 1 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Rocio Doherty</b> <small>Digitally signed by Rocio Doherty Date: 2023.08.10 15:47:53 -05'00'</small>	Approved by Dean  
Approved by Division Chair <b>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch, o, ou=Wharton County Junior College, email=jmauch@wcjc.edu, cn=US Date: 2023.08.10 14:28:21 -05'00'</small>	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2023.08.11 15:58:36 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 08/14/23
Budget Approval <i>[Signature]</i>	Approved by President <i>[Signature]</i> 08/14/2023