

Banner ID # @	Last Name Staude,Dolly	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 checked="" type="radio"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time		<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
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: Vocational Sciences			Job Vacancy No.: (if applicable) 1811 F 074	
Job Title/Position: Temporary Instructor of Cosmetology			Specialized Area: Cosmetology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 1210-14022-6091-102			Position No. (NBAPOSN): COS04T	
Compensation: \$ 64,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 5 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/22	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/23	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Vocational Sciences			Job Vacancy No.: (if applicable) 1811 F 074	
Job Title/Position: Temporary Instructor of Cosmetology			Specialized Area: Cosmetology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a			Funded in which FY? FY23	
Budget Number: 1210-14022-6091-102			Position No. (NBAPOSN): COS04T	
Compensation: \$ 64,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 5 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/23		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/24	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Digitally signed by Jacqueline M Kuehn DN: cn=Jacqueline M Kuehn, o=Cosmetology, ou=Vocational Science, email=jaqetr@wcjc.edu, c=US Date: 2023.08.15 13:12:04 -05'00'		Date	Approved by Dean Date	
Approved by Division Chair Timothy Guin Digitally signed by Timothy Guin Date: 2023.08.15 07:02:13 -05'00'		Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.08.14 08:05:03 -05'00'	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Rachel Johnson</i> 8/17/23 Date	
Budget Approval <i>B. Stokoe</i>		Date 08/17/2023	Approved by President <i>Barry L. Meleard</i> 8-17-23 Date	