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|-------------|---------------------------|-------|----------------|-----------|
| Banner ID # | Last Name Mutua, Jonah | First | Middle Initial | Telephone |
| Address | | City | | State Zip |

Part I: Check all that apply

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|--|--|--|
| Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular | <input type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) completion of doctorate degree |
| <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.

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| CURRENT Division/Unit: Math and Physical Sciences | Job Vacancy No.: (if applicable) 1902 F 007 |
| Job Title/Position: Instructor of Mathematics | Specialized Area: Mathematics |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY20 |
| Budget Number: 1110-14305-6091-100 | Position No. (NBAPOSN): MAT006 |
| Compensation: \$ 50,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | 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: 08/20/18 | End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract |

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

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| PROPOSED Division/Unit: Math and Physical Sciences | Job Vacancy No.: (if applicable) |
| Job Title/Position: Instructor of Mathematics | Specialized Area: Mathematics |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY20 |
| Budget Number: 1110-14305-6091-100 <i>90% 1210-14305-6091-100</i> | Position No. (NBAPOSN): MAT006 |
| Compensation: \$ 56,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | 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: 08/19/19 | End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract |

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

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|--|------------------------|---|-------------------------|
| Recommended by Supervisor/Department Head Yvonne Smith | Date | Approved by Dean | Date |
| Approved by Division Chair Jennifer Mauch | Date | Approved by Vice President <i>Lois Ann Collins</i> | Date 9-11-19 |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources <i>Judy Jones</i> | Date 09/30/19 |
| Budget Approval <i>B. Kocian</i> | Date 9/27/19 | Approved by President <i>Steph. McSelby</i> | Date 10-2-19 |