

Banner ID #	Last Name Borg, Nicole C.	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 checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  completion of additional 15 graduate hours.
<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: Math & Physical Science	Job Vacancy No.: (if applicable) 1907 F 037
Job Title/Position: Temporary Instructor of Math	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): MAT04T
Compensation: \$ 47,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 3 _____
Start Date: 08/19/19 End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

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

<b>PROPOSED</b> Division/Unit: Math & Physical Science	Job Vacancy No.: (if applicable) 1907 F 037
Job Title/Position: Temporary Instructor of Math	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
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): MAT04T
Compensation: \$ 48,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 2 _____ Step 3 _____
Start Date: 01/21/20 End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

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 <b>Yvonne Smith</b> <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, c=US Date: 2020.02.07 14:39:47 -0600</small>	Date	Approved by Dean  	Date
Approved by Division Chair <b>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, email=mauchj@wcjc.edu, c=US Date: 2020.02.10 09:39:24 -0600</small>	Date	Approved by Vice President <i>Juw</i>	Date
Approved by Cabinet Level Supervisor  	Date	Reviewed by Human Resources <i>Juw</i>	Date
Budget Approval <b>B. Stokerson</b>	Date	Approved by President <i>Betsy C. McLeod</i>	Date