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| Banner ID # @ | Last Name Cooper-Edwards, Jacquelyn | 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 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) Change in assignment from PT Faculty to Temp Full Time Faculty |
| <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: | 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 1/2 months 12 months Other (specify)

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| PROPOSED Division/Unit: Communications and Fine Arts | Job Vacancy No.: (if applicable) 1703 F 011 |
| Job Title/Position: Temporary Full Time Instructor of English | Specialized Area: English |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: Jimidene Murphey |
| Budget Number: 1110-14503-6091-100 | Funded in which FY? FY17 |
| Compensation: \$ 49,050 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Sched <u>FAC</u> Grade <u>1</u> Step <u>10</u> | Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 08/21/17 | End Date: |
| | <input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract |
| If temporary, anticipated termination date: 05/31/18 | |

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 Sharon Prince <small>Digitally signed by Sharon Prince DN: cn=Sharon Prince, ou=Wharton County Junior College, ou=English, Humanities, and Foreign Language Department, email=shp@wcjc.edu, c=US Date: 2017.03.02 15:35:39 -0500</small> | Date | Approved by Dean | Date |
| Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou=Speech Department, email=pralls@wcjc.edu, c=US Date: 2017.03.03 08:41:08 -0500</small> | Date | Approved by Vice President | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources <i>Judy J. Jones</i> | Date 03/30/17 |
| Budget Approval <i>B. Okocin</i> | Date 3/30/17 | Approved by President <i>Betty L. Melrose</i> | Date 4-3-17 |