

Runner ID #	Last Name Hutchinson, Brady L.	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change from part time to temporary full time faculty
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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:	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)
Start Date:	End Date:
	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Social & Behavioral Science	Job Vacancy No.: (if applicable) 1711 F 074
Job Title/Position: Temporary Full Time History Instructor	Specialized Area: History
Budgeted Position? <input type="radio"/> Yes <input checked="" type="radio"/> No	Name of Replaced Employee: Patrice Carter (FMLA)
Budget Number: 1110-14701-6091-100 20% 1610-14701-6091-100 80%	Funded in which FY? FY18
Compensation: \$ 24,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 01/08/18	End Date:
	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Spring 2018 semester	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i>	Date 11/2/2017	Approved by Dean	Date
Approved by Division Chair Amanda Shelton	Date	Approved by Vice President <i>[Signature]</i>	Date 11-3-17
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 11/09/17
Budget Approval <i>[Signature]</i>	Date 11/9/17	Approved by President <i>[Signature]</i>	Date

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