



Banner ID # @	Last Name Copeland, Lenora N.	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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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:	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. (NBAPSN):
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 checked="" 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)

<b>PROPOSED</b> Division/Unit: Academic Instruction / Life Science	Job Vacancy No.: (if applicable) 2603 F 012
Job Title/Position: Instructor of Geology	Specialized Area: Geology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kornelia Oostingh
Funded in which FY? FY26	
Budget Number: 1610-14303-6091-100	Position No. (NBAPSN): GEO001
Compensation: \$ 53,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>7</u>	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: 08/17/26	End Date:
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	
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>Peter Anderson</b> Digitally signed by Peter Anderson Date: 2026.05.13 10:45:28 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair <b>Kevin Dees</b> Digitally signed by Kevin Dees Date: 2026.05.13 12:04:52 -05'00'	Date	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2026.05.12 08:30:06 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>[Signature]</i>	Date 5/15/26	Approved by President <i>[Signature]</i>	Date 05/15/26