

Banner ID #	Last Name Buckingham, Lindsay K.	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 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)  <b>Change from temporary full time to regular full time</b>
<input type="radio"/> Full-Time <input checked="" 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, Readiness, and Justice	Job Vacancy No.: (if applicable) 1505 F 028
Job Title/Position: Temporary Instructor of Mathematics	Specialized Area: Math
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY 15
Budget Number: 1110.14305.6091.100	Position No. (NBAPOSN): MAT02T
Compensation: \$ 44,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 2A _____ Step 0 _____
Start Date: 8/24/15 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 5/13/16	

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, Readiness, and Justice	Job Vacancy No.: (if applicable) 1510 F 064
Job Title/Position: Instructor of Mathematics	Specialized Area: Math
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: James Carolan
Funded in which FY? FY 16	Position No. (NBAPOSN): MAT002
Budget Number: 1110.14305.6091.100	
Compensation: \$ 44,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 2A _____ Step 0 _____
Start Date: 5/14/16	<input type="radio"/> At-will-employee <input checked="" 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>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch          DN: cn=Jennifer Mauch, ou=Wharton County Junior College, ou=Mathematics,          email=jmauch@wcjc.edu, c=US          Date: 2016.03.08 15:24:11 -0600</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>G.G. Hunt</b> <small>Digitally signed by G.G. Hunt          Date: 2016.03.08 15:57:04 -06'00'</small>	Date	Approved by Vice President <i>Judy Jones</i> 3-10-16	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i> 03/11/16	Date
Budget Approval <i>B. Skocian</i>	Date 3/11/16	Approved by President <i>Betty L. McCallister</i> 3-21-16	Date

Reg. 821 HR Requisition Number **1603 0007**

**RECEIVED**  
 Revised May 29, 2014  
 Vice President of Instruction  
 Date: 3/8/16 Initial: JK

