



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Spencer, Christian A.	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 type="radio"/> Full-Time <input type="radio"/> Regular <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) Part time faculty moving to temporary full time faculty for Spring 2022.
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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)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:	<input checked="" 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 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Communications and Fine Arts		Job Vacancy No.: (if applicable) 2107 F 021	
Job Title/Position: Temporary Instructor of Speech		Specialized Area: Speech	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Pamela Speights	Funded in which FY? FY22	
Budget Number: 1110-14507-6091-100 40%, 1610-14507-6091-100 60%		Position No. (NBAPOSN): SPE05T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/10/22		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/22

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 ½ months ☐ 12 months ☒ Other (specify) Spring 2022 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head James Conner <small>Digitally signed by James Conner DN: cn=James Conner, o=WCJC, ou=Speech, email=jconner@wcjc.edu, c=US Date: 2021.12.01 09:38:36 -0600</small>	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=ralls@wcjc.edu, c=US Date: 2021.12.01 10:42:36 -0600</small>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. R. Kocian	Date 12/07/2021	Approved by President	Date 12-8-21

Reg. 821

HR Requisition Number F 2111 0054

RECEIVED Revised May 29, 2014

Vice President of Instruction
Date: 12/12/21 Initial: TC