

Banner ID # @	Last Name Oti, George	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"/> 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 type="checkbox"/> Other (explain)
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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) \$ _____	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

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Communication and Fine Arts/Instruction	Job Vacancy No.: (if applicable) 2308 F 043
Job Title/Position: Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110-14503-6091-100	Position No. (NBAPOSN): ENG08T
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ 57,550	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sharon L. Prince <small>Digitally signed by Sharon L. Prince Date: 2023.08.23 15:18:49 -05'00'</small>	Approved by Dean
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: 2023.08.24 12:39:34 -05'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.24 14:38:56 -05'00'</small>
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources <i>Michael Johnson</i> 08/28/23
Budget Approval <i>P. Stokan</i> 08/24/2023	Approved by President <i>Betty A. Melrod</i> 8/28/23