

Banner ID # _____	Last Name Su, Shuchung "Cynthia"	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 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 Sched _____ <input type="radio"/> Hourly Grade _____ \$ _____ <input type="radio"/> Other (explain) 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 type="radio"/> Per contract If temporary, anticipated termination date: _____
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify) _____	

PROPOSED Division/Unit: Math and Physical Science	Job Vacancy No.: (if applicable) 1812 F 076
Job Title/Position: Temporary Instructor of Math	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A	Funded in which FY? FY19
Budget Number: 1110-14305-6091-100	Position No. (NBAPOSN): MAT16T
Compensation: <input checked="" type="radio"/> Annual Sched <u>FAC</u> <input type="radio"/> Hourly Grade <u>1</u> \$ 48,050 <input type="radio"/> Other (explain) Step <u>6</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/19/19	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 05/31/20
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify) _____	

Explanation of Action: _____

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, o=US Date: 2019.03.04 13:52:24 -0600</small>	Approved by Dean _____ Date _____
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, email=mauchj@wcjc.edu, o=US Date: 2019.03.05 12:01:01 -0600</small>	Approved by Vice President _____ Date _____
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources _____ Date _____
Budget Approval B. Bascia 3/8/19	Approved by President _____ Date _____

RECEIVED
 Vice President of Instruction
 Date: **3/6/19** Initial: **T**