



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # _____ @	Last Name McDaniel, Michelle	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 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 temp full time faculty for 1 semester (Spring 2022)
<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.

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 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 1/2 months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Social and Behavioral Science	Job Vacancy No.: (if applicable) 2111 F 052
Job Title/Position: Temporary Instructor of Economics	Specialized Area: Economics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Hanife Topal
Budget Number: 1110-14802-6091-100	Funded in which FY? FY22
Compensation: \$ 25,275 <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 1/2 months ☐ 12 months ☒ Other (specify) Spring 2022 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Elizabeth A. Rexford Digitally signed by Elizabeth A. Rexford Date: 2021.11.19 08:21:49 -06'00'	Date	Approved by Dean	Date
Approved by Division Chair Amanda Shelton Digitally signed by Amanda Shelton Date: 2021.11.18 14:24:05 -06'00'	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. B. K. K. K. 11/22/2021	Date	Approved by President	Date

Reg. 821 HR Requisition Number F 2111 0051

Revised May 29, 2014

RECEIVED
Vice President of Instruction
Date: 11/19/21 Initial: R