



Banner ID #	Last Name Magowan, Joy	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"/> Full-Time <input checked="" type="radio"/> Part-Time	<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) Change in title/assignment-change from temporary to regular full time
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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: Communications & Fine Arts	Job Vacancy No.: (if applicable) 1509 F 052
Job Title/Position: Temporary Full Time Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY16
Budget Number: 1610.14503.6091.100 60%, 1210.14503.6091.100 40%	Position No. (NBAPOSN): ENG14T
Compensation: \$ 27,275	<input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)
Start Date: 12/19/15	End Date: N/A
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	If temporary, anticipated termination date: 05/31/16

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Spring 2016 Semester

PROPOSED Division/Unit: Communications & Fine Arts	Job Vacancy No.: (if applicable) 1603 F 014
Job Title/Position: Full Time Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A-BOT approved 03/22/16
Budget Number: 1210-14503-6091-100	Funded in which FY? FY16
Compensation: \$ 54,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 06/01/16	End Date: N/A
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	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	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date 03/29/16
Budget Approval <i>B. P. P. P.</i>	Date 3/20/16	Approved by President <i>Betty A. McClure</i>	Date 3-22-16