

Personnel Action Form

Human Resources

Banner ID # @	Last Name Allen, Amanda	First Amanda	Middle Initial A	Telephone 713-275-1234
Address 1234 Main St, Houston, TX 77001		City Houston		State TX Zip 77001

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" 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) Change in title/assignment
<input checked="" type="radio"/> Full-Time <input 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: Planning and Institutional Effectiveness
 Job Title/Position: Vice President of Planning and Institutional Effectiveness
 Budgeted Position? Yes No
 Budget Number: 1110-1306-6093-6082
 Compensation: \$ 112,765
 Annual Hourly Other (explain)
 Sched ^{VP} _____ Grade 13 Step 64
 Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
 Start Date: 03/01/18 End Date: n/a
 At-will-employee Per contract
 Job Vacancy No.: (if applicable) 1705 A 009
 Specialized Area: Planning and Institutional Effectiveness
 Funded in which FY? FY22
 Position No. (NBAPOSN): ADV006
 Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Strategy, Enrollment Management, and Technology
 Job Title/Position: Vice President of Strategy, Enrollment Management, and Technology
 Budgeted Position? Yes No Name of Replaced Employee: n/a
 Budget Number: 1110-1306-6093-6082
 Compensation: \$ 112,765
 Annual Hourly Other (explain)
 Sched ^{VP} _____ Grade 13 Step 64
 Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
 Start Date: 05/01/22
 At-will-employee Per contract
 Job Vacancy No.: (if applicable) 2205 A 025
 Specialized Area: Strategy, Enrollment Management, and Technology
 Funded in which FY? FY22
 Position No. (NBAPOSN): ADV006
 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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date