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| Banner ID # @ <i>0r</i> | Last Name Free, Adriana | First Adriana | Middle Initial A | Telephone |
| Address | | City | | State Zip |

Part I: Check all that apply

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| 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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Changing from part time faculty to TFT faculty for Spring 2024. |
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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.

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| CURRENT Division/Unit: Job Title/Position: Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No Budget Number: Compensation: <input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ _____ Start Date: _____ End Date: _____ <input type="radio"/> At-will-employee <input type="radio"/> Per contract | Job Vacancy No.: (if applicable) Specialized Area: Funded in which FY? Position No. (NBAPOSN): Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year 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) | |

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| PROPOSED Division/Unit: Communications and Fine Arts Job Title/Position: Temporary Online Instructor of English Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: Anne Champion Budget Number: 1110-14503-6091-100 Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ 26,025 Start Date: 01/08/24 <input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract | Job Vacancy No.: (if applicable) 2312 F 068 Specialized Area: English Funded in which FY? FY24 Position No. (NBAPOSN): ENG22T Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year If temporary, anticipated termination date: 05/31/24 |
| 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 checked="" type="radio"/> Other (specify) Spring 2024 Semester | |

Explanation of Action:

Part III: Position/Budget Authorization

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| Recommended by Supervisor/Department Head Date _____ Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=rallsp@wcjc.edu, c=US Date: 2023.12.13 14:22:25 -06'00'</small> | Approved by Dean Date _____ Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.12.13 14:53:29 -06'00'</small> |
| Approved by Cabinet Level Supervisor Date _____ | Reviewed by Human Resources <i>ken</i> Date _____ |
| Budget Approval <i>B. Akce</i> Date: 12/14/2023 | Approved by President <i>Bobby Meluh</i> Date: 1-3-24 |