

Banner ID # @	Last Name Sakry, Angelique	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" 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: Communications and Fine Arts	Job Vacancy No.: (if applicable) 2207 F 040
Job Title/Position: Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110-14503-6091-100	Position No. (NBAPOSN): ENG08T
Compensation: \$ 48,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 4	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/22	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Communications and Fine Arts	Job Vacancy No.: (if applicable) 2207 F 040
Job Title/Position: Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Marsha Hudson
Budget Number: 1110-14503-6091-100	Funded in which FY? FY24
Budget Number: 1110-14503-6091-100	Position No. (NBAPOSN): ENG02T
Compensation: \$ 48,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 4	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23	End Date:
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/15/23

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:
In addition to Fall 2022 and Spring 2023, benefits should be extended during summer 2023 months.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sharon Housman Prince Digitally signed by Sharon Housman Prince Date: 2023.05.08 11:53:29 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=ralls@wcjc.edu, c=US Date: 2023.05.15 08:16:43 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.05.15 08:57:38 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Stocian	Date 05/22/2023	Approved by President	Date