

Banner ID # . @	Last Name Potter, Paris	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 checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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 Title/Position:	Job Vacancy No.: (if applicable)
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Specialized Area:
Budget Number:	Funded in which FY?
Compensation: \$	Position No. (NBAPOSN):
<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
End Date:	If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit:

Allied Health/Instruction	Job Vacancy No.: (if applicable) 2203 F 022
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Associate Degree Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Shawna Lindsey
Budget Number: 1110-14181-6091-102	Funded in which FY? FY22
Compensation: \$ 52,550	Position No. (NBAPOSN): ADN007
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
End Date:	If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN Digitally signed by Andrea Shropshire, DNP, MSN, RN Date: 2022.07.27 09:22:44 -05'00'	Date	Approved by Dean <i>[Signature]</i> 8/8/22	Date
Approved by Division Chair Carol Derkowski Digitally signed by Carol Derkowski Date: 2022.07.27 11:07:47 -05'00'	Date	Approved by Vice President <i>[Signature]</i> 8-10-22	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i> 8/15/22	Date
Budget Approval <i>[Signature]</i>	Date 08/15/2022	Approved by President <i>[Signature]</i> 8-16-22	Date

RECEIVED
Vice President of Instruction
Date: 8/19/22 Initial: TC