

Runner ID #	Last Name Lyford, Stephen	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Additional graduate hours completed
<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: Technology & Business	Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	Position No. (NBAPOSN): CST008
Compensation: \$ 61,308	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 2A Step 14	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/12	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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)

PROPOSED Division/Unit: Technology & Business	Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	Position No. (NBAPOSN): CST008
Compensation: \$ 61,891	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 3 Step 14	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/09/17	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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:
Completed additional 24 hours toward PhD

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i> 11-15-16	Date	Approved by Dean <i>[Signature]</i> 11/17/16	Date
Approved by Division Chair <i>[Signature]</i> 11-15-16	Date	Approved by Vice President <i>[Signature]</i> 11-21-16	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i> 12/08/16	Date
Budget Approval <i>[Signature]</i> 12/8/16	Date	Approved by President <i>[Signature]</i> 12-9-16	Date

[Handwritten initials]