

Banner ID # @	Last Name Hutchison	First Brady	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="radio"/> Full-Time <input type="radio"/> Part-Time	<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 from temporary full time instructor to full time instructor.
--	--	--	---

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: Social and Behavioral Science	Job Vacancy No.: (if applicable) 1711 F 074
Job Title/Position: Temporary Full Time Instructor of History	Specialized Area: History
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110-14701-6091-100 20% 1610-14701-6091-100 80%	Position No. (NBAPOSN): HIS13T
Compensation: \$ 24,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>8</u>	Hourly Rate (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 01/08/2018	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) **Spring 2018 semester**

PROPOSED Division/Unit: Social and Behavioral Science	Job Vacancy No.: (if applicable) 1707 F 042
Job Title/Position: Instructor of History	Specialized Area: History
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1210-14701-6091-100	Position No. (NBAPOSN): HIS014
Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>8</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/20/2018	End Date: n/a
<input checked="" 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:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i>	Date 4-3-18	Approved by Dean	Date
Approved by Division Chair <i>Amanda Shelton</i>	Date 3-28-18	Approved by Vice President <i>[Signature]</i>	Date 4-6-18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 04/10/18
Budget Approval <i>B. K. [Signature]</i>	Date 4/10/18	Approved by President <i>Betty A. McCall</i>	Date 4-11-18