

Bar-ner ID	Last Name Hudson, Marsha	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<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
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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: Communication and Fine Arts		Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of English		Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY17
Budget Number:		Position No. (NBAPOSN): ENG002
Compensation: \$ 59,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>4</u> Step <u>23</u> Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/08/01	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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)		

PROPOSED Division/Unit: Communication and Fine Arts		Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of English		Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: <u>N/A</u>		Funded in which FY? FY18
Budget Number: 1610.14503.6091.100		Position No. (NBAPOSN): ENG002
Compensation: \$ 61,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>6A</u> Step <u>23</u> Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/21/17		<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: <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 Sharon Prince <small>Digitally signed by Sharon Prince DN: cn=Sharon Prince, o=Wharton County Junior College, ou=English Dept., email=sharonp@wcjc.edu, c=US Date: 2017.08.04 15:26:44 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou=Speech Department, email=pralls@wcjc.edu, c=US Date: 2017.08.07 11:33:38 -0500</small>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. D. Kocia	Date 10/20/17	Approved by President Bobby D. McLeod	Date 10-20-17

DP