

Banner ID # @	Last Name Stice, Carolyn	First Carolyn	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 type="radio"/> Regular		<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 in title/assign from PT Instructor of English to TFT Instructor of English
<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 Vacancy No.: (if applicable)	
Job Title/Position:			Specialized Area:	
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No			Funded in which FY?	
Budget Number:			Position No. (NBAPOSN):	
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:	End Date:	<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: <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: Communications & Fine Arts			Job Vacancy No.: (if applicable) 2009 F 034	
Job Title/Position: Temporary Instructor of English			Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee:	
Budget Number: 1110-14503-6091-100			Funded in which FY? FY21	
Budget Number:			Position No. (NBAPOSN): ENG21T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>4</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: 08/24/20	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 05/14/21
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 Housman Prince		Date Digitally signed by Sharon Housman Prince Date: 2020.08.02 18:09:01 -05'00'	Approved by Dean Date	
Approved by Division Chair Patrick Ralls		Date Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o=WCJC, email=pralls@wcjc.edu, c=US Date: 2020.08.03 08:18:14 -05'00'	Approved by Vice President Date	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources Date	
Budget Approval B. Okocian		Date 09/22/2020	Approved by President Date	

RECEIVED
 Revised May 29, 2014
 Vice President of Instruction
 9/3/20 Initial C