

Banner ID # @	Last Name Falloon, Donna F.	First	Middle Initial	Telephone
Address		City		State Zip

Part I. Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) changing from part time faculty to full time faculty
<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? Yes No Funded in which FY? _____

Budget Number: _____ Position No. (NBAPOSN): _____

Compensation: Annual Hourly Other (explain) _____

\$ _____ Sched _____ Grade _____ Step _____

Hourly Rate: (Part-time only)
\$ _____ per hr x _____ hrs/wk x _____ wks =
\$ _____ per year

Start Date: _____ End Date: _____

At-will-employee
 Per contract

If temporary, anticipated termination date: _____

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify) _____

PROPOSED Division/Unit: _____ Job Vacancy No.: (if applicable) 2401 F 006

Instruction _____ Specialized Area: Technology and Business

Job Title/Position: Instructor of Business Office Technology

Budgeted Position? Yes No Name of Replaced Employee: Mary McClelland Funded in which FY? FY24

Budget Number: 1110-14808-6091-102 80%, 1110-14807-6091-100 10%, 1210-14808-6091-102 10% Position No. (NBAPOSN): BOA001

Compensation: Annual Hourly Other (explain) _____

\$ 58,550 Sched FAC _____ Grade 7 _____ Step 10 _____

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks =
\$ n/a per year

Start Date: 08/19/24

At-will-employee
 Per contract

If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify) _____

Explanation of Action: _____

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Celine Siewert <small>Digitally signed by Celine Siewert Date: 2024.04.25 08:58:20 -05'00'</small>	Approved by Dean _____ Date _____
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, ou=Wharton County Junior College, ou=Division Chair Technology and Business, email=dvk@wcjc.edu, c=US Date: 2024.04.29 13:15:39 -05'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.04.23 17:19:57 -05'00'</small>
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources <i>[Signature]</i> 4/29/24 Date: _____
Budget Approval <i>[Signature]</i> 04/29/2024 Date: _____	Approved by President <i>[Signature]</i> 4-30-24 Date: _____