



Banner ID # @	Last Name Fan, Daniel	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 checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: \_\_\_\_\_ 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 1/2 months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: Academic Instruction / Math and Physical Science Job Vacancy No.: (if applicable) 2511 F 057

Job Title/Position: Instructor of Mathematics Specialized Area: Mathematics

Budgeted Position?  Yes  No Name of Replaced Employee: Nicole Parks Funded in which FY? FY27

Budget Number: 1110-14305-6091-100 Position No. (NBAPOSN): MAT004

Compensation:  Annual  Hourly  Other (explain) \$ 50,550

Sched FAC \_\_\_\_\_ Grade 1 \_\_\_\_\_ Step 2 \_\_\_\_\_

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

Start Date: 08/17/26  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 1/2 months  12 months  Other (specify) \_\_\_\_\_

Explanation of Action: \_\_\_\_\_

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Yvonne Smith</b> Digitally signed by Yvonne Smith Date: 2026.06.08 08:13:06 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair <b>Jennifer Mauch</b> Digitally signed by Jennifer Mauch Date: 2026.06.08 08:46:48 -05'00'	Date	Approved by Vice President <b>Lindsey McPherson</b> Digitally signed by Lindsey McPherson Date: 2026.06.08 11:38:56 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Quibel Johnson 6-8-26</i>	Date
Budget Approval <i>[Signature]</i>	Date	Approved by President <i>[Signature]</i>	Date