

Banner ID # @	Last Name Kirby, Kimberly	First Middle Initial	Telephone
Address		City	State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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: Math and Physical Sciences	Job Vacancy No.: (if applicable) 2308 F 042
Job Title/Position: Developmental Math Instructor	Specialized Area: Developmental Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
Budget Number: 1110-14306-6091-100 40%, 1210-14306-6091-100 60%	Position No. (NBAPOSN): DVM02T
Compensation: \$ 26,025 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 10 _____
Start Date: 08/21/23 End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: 12/15/23	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 2308 F 042
Job Title/Position: Developmental Math Instructor	Specialized Area: Developmental Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Anna Casteen
Budget Number: 1110-14306-6091-100 40%, 1210-14306-6091-100 60%	Position No. (NBAPOSN): DVM02T
Compensation: \$ 26,025 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 10 _____
Start Date: 01/08/24	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: 05/17/24	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Spring 2024 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith, o=WCJC, ou=Math and Physical Science, email=smithy@wcjcedu, c=US Date: 2023.11.10 15:04:53 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjcedu, c=US Date: 2023.11.10 15:29:52 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.11.10 17:19:42 -06'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 11/14/2023
Budget Approval <i>[Signature]</i>	Date 11/14/2023	Approved by President <i>[Signature]</i>	Date 11-13-23