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|-------------|--------------------------------|-------|----------------|-----------|
| Banner ID # | Last Name<br>Shagrani, Mahmoud | First | Middle Initial | Telephone |
| Address     |                                | City  |                | State Zip |

**Part I: Check all that apply**

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|--|--|--|
| Classification:<br><input type="radio"/> Administrative/Professional Staff<br><input checked="" type="radio"/> Faculty<br><input type="radio"/> Support Staff<br><input type="radio"/> Temporary<br><input checked="" type="radio"/> Regular | <input type="radio"/> New Employee<br><input checked="" type="checkbox"/> Extension<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain)<br><br><b>Change in temporary position numbers</b> |
| <input type="radio"/> Full-Time<br><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.

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|--|---|
| <b>CURRENT</b> Division/Unit:<br>Math and Physical Science   | Job Vacancy No.: (if applicable)<br>1812 F 084  |
| Job Title/Position:<br>Temporary Instructor of Math  | Specialized Area:<br>Math   |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No   | Funded in which FY? <b>FY19</b>   |
| Budget Number: <b>1610-14305-6091-100</b>  | Position No. (NBAPOSN): <b>MAT14T</b>   |
| Compensation: \$ <b>28,275</b><br><input type="radio"/> Annual<br><input type="radio"/> Hourly<br><input checked="" type="radio"/> Other (explain) | Sched <u>FAC</u><br>Grade <u>7</u><br>Step <u>10</u><br>Hourly Rate: (Part-time only)<br>\$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks =<br>\$ _____ per year |
| Start Date: 01/14/19<br>End Date: N/A  | <input type="radio"/> At-will-employee<br><input checked="" type="radio"/> Per contract<br>If temporary, anticipated termination date:<br>05/31/19              |

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) **Spring 2019 semester**

|  |   |
|--|---|
| <b>PROPOSED</b> Division/Unit:<br>Math and Physical Science  | Job Vacancy No.: (if applicable)<br>1812 F 078  |
| Job Title/Position:<br>Temporary Instructor of Math  | Specialized Area:<br>Math   |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No<br>Name of Replaced Employee: <b>N/A</b>                          | Funded in which FY? <b>FY20</b>   |
| Budget Number: <b>1110-14305-6091-100</b>  | Position No. (NBAPOSN): <b>MAT17T</b>   |
| Compensation: \$ <b>56,550</b><br><input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain) | Sched <u>FAC</u><br>Grade <u>7</u><br>Step <u>10</u><br>Hourly Rate: (Part-time only)<br>\$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks =<br>\$ _____ per year |
| Start Date: <b>06/01/19</b>  | <input type="radio"/> At-will-employee<br><input checked="" type="radio"/> Per contract<br>If temporary, anticipated termination date:<br>05/31/20              |

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**

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|--|---|
| Recommended by Supervisor/Department Head<br><b>Yvonne Smith</b><br><small>Digitally signed by Yvonne Smith<br/>         DN: cn=Yvonne Smith, o=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, c=US<br/>         Date: 2019.03.04 12:37:37 -0600</small> | Date<br>Approved by Dean<br>Date            |
| Approved by Division Chair<br><b>Jennifer Mauch</b><br><small>Digitally signed by Jennifer Mauch<br/>         DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=mauchj@wcjc.edu, c=US<br/>         Date: 2019.03.05 11:28:37 -0600</small>               | Date<br>Approved by Vice President<br>Date  |
| Approved by Cabinet Level Supervisor   | Date<br>Reviewed by Human Resources<br>Date |
| Budget Approval<br><b>B. Stouan</b>  | Date<br>Approved by President<br>Date       |