



Banner ID # @	Last Name Saqer, Muna	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 type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Completion of Doctorate Degree</b>
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**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.

<b>CURRENT</b> Division/Unit: Technology and Business	Job Vacancy No.: (if applicable) n/a
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	Position No. (NBAPOSN): <b>CST008</b>
Compensation: \$ <b>65,390</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/22/2022	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input 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: n/a	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Technology and Business	Job Vacancy No.: (if applicable) n/a
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10%	Position No. (NBAPOSN): <b>CST008</b>
Compensation: \$ <b>67,723</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/21/2023	End Date: <input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> 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: n/a	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

<b>Part III: Position/Budget Authorization</b>			
Recommended by Supervisor/Department Head <b>David Kucera</b>	Date	Approved by Dean <b>Donald S Smith</b>	Date Digitally signed by Donald S Smith Date: 2023.07.12 10:59:20 -05'00'
Approved by Division Chair <b>David Kucera</b>	Date	Approved by Vice President <b>Leigh Ann Collins</b>	Date Digitally signed by Leigh Ann Collins Date: 2023.07.12 16:04:58 -05'00'
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Quahel Johnson</i>	Date 7/17/23
Budget Approval <i>B. Kucera</i>	Date 07/17/2023	Approved by President <i>Boyd McLeish</i>	Date 7-18-23