

Banner ID #	Last Name Lyford	First Stephen	Middle Initial G	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date _____)	<input checked="" type="checkbox"/> Other (explain) 12 Additional graduate hours completed
<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.

<b>CURRENT</b> Division/Unit: Technology & 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? FY18
Budget Number: 1110-14809-6091-102 - 40%, 1210-14809-6091-102 - 50%, 1610-14809-6091-102 - 10%	Position No. (NBAPOSN): CST008
Compensation: \$ 64,224	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 4 Step 15	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/12	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Technology & 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): CST008
Compensation: \$ 65,391	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 5 Step 15	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/18 DP	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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 1/2 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 David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, ou=Technology and Business, ou=WCJC, email=kucera@wcjc.edu, o=WCJC Date: 2018.06.25 12:08:11 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, ou=Technology and Business, ou=WCJC, email=kucera@wcjc.edu, o=WCJC Date: 2018.06.25 12:08:11 -0500</small>	Date	Approved by Vice President Luc 6-29-18	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources J. J. Jones 7-24-18	Date
Budget Approval B. Kucera	Date 7/24/18	Approved by President Betty L. McNeel 7-26-18	Date