



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # - - -	Last Name Usman, Shazia	First	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: <input type="radio"/> Administrative/Professional Staff <input 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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input checked="" type="checkbox"/> Other (explain) Change in contract length from 10.5 month to 9 month
<input type="radio"/> Full-Time <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.				
CURRENT Division/Unit: Allied Health			Job Vacancy No.: (if applicable) 2107 F 026	
Job Title/Position: Instructor of Associate Degree Nursing			Specialized Area: Associate Degree Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN010	
Compensation: \$ 64,807	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 20	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/24/20	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)				
PROPOSED Division/Unit: Allied Health			Job Vacancy No.: (if applicable) 2204 F 030	
Job Title/Position: Instructor of Associate Degree Nursing			Specialized Area: Associate Degree Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN012	
Compensation: \$ 55,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 20	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/22/22		<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 checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN Digitally signed by Andrea Shropshire, DNP, MSN, RN Date: 2022.04.25 10:58:01 -05'00'		Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2022.05.09 17:11:58 -05'00'		
Approved by Division Chair Carol Derkowski Digitally signed by Carol Derkowski Date: 2022.05.09 15:18:15 -05'00'		Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.05.10 11:43:33 -05'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources [Signature] 5/11/22		
Budget Approval [Signature] 05/11/2022		Approved by President [Signature] 5-13-22		