

Banner ID # @	Last Name Goswami, Mousumi	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="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 title/assignment (going from temporary to regular full time)
<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: Life Sciences/Instruction	Job Vacancy No.: (if applicable) 2208 F 044
Job Title/Position: Temp Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1610-14301-6091-100	Position No. (NBAPOSN): BIO02T
Compensation: \$ 50,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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 End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 05/31/22

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

<b>PROPOSED</b> Division/Unit: Life Sciences/Instruction	Job Vacancy No.: (if applicable) 2209 F 052
Job Title/Position: Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Purti Gadkari
Budget Number: 1610-14301-6091-100	Position No. (NBAPOSN): BIO002
Compensation: \$ 51,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23 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:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:  
Benefits should be extended through summer months.

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Kim Raun</b> <small>Digitally signed by Kim Raun DN: cn=Kim Raun, o, ou, email=kimberlyr@wcjc.edu, c=US Date: 2022.11.14 14:50:56 -06'00'</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>Kevin Dees</b> <small>Digitally signed by Kevin Dees Date: 2022.11.14 16:24:55 -06'00'</small>	Date	Approved by Vice President <i>[Signature]</i>	Date 11-15-22
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 11/29/22
Budget Approval <i>[Signature]</i>	Date 11/28/2022	Approved by President <i>[Signature]</i>	Date 11-29-22

RECEIVED  
Vice President of Instruction  
Date: 11/14/22 Initial: K