

Banner ID # @	Last Name Rodriguez, Patrick	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="radio"/> Full-Time <input type="radio"/> Part-Time	<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) Changing from temporary to regular full time status.
---	--	--	---

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: Academic Instruction / Communications and Fine Arts	Job Vacancy No.: (if applicable) 2506 F 030
Job Title/Position: Instructor of English (Temp)	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 1610-14503-6091-100	Position No. (NBAPOSN): ENG12T
Compensation: \$ 49,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 0	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/18/25	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/26

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

PROPOSED Division/Unit: Academic Instruction / Communication and Fine Arts	Job Vacancy No.: (if applicable) 2602 F 009
Job Title/Position: Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Matthew Tougas
Budget Number: 1610-14503-6091-100	Position No. (NBAPOSN): ENG012
Compensation: \$ 50,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/17/26	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:
In addition to Fall 2025 and Spring 2026, extend benefits to include summer 2026 months.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Tom-Kody Krpec Digitally signed by Tom-Kody Krpec Date: 2026.03.24 14:35:20 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls Digitally signed by Patrick Ralls Date: 2026.03.23 11:44:05 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2026.03.25 14:06:39 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>[Signature]</i>	Date 3-26-26	Approved by President <i>[Signature]</i>	Date 03/27/26