

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - FACULTY POSITION

****This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: Professor of EnglishDepartment: English, Literature, and Creative WritingDivision: Humanities and Social Sciences DivisionMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☐ Funded: _____

Former Employee (if applicable): _____

☐ Newly Funded Position Fiscal Year _____☒ Tenure Track☐ Temporary Faculty (one year)*Approved via email on 12/7/20 - Failed Probation*Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).
_____Background and Rationale (use back of form if additional space is needed):
See attached for rationale.Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

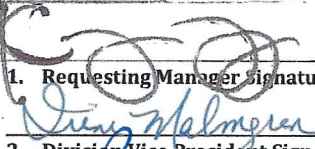
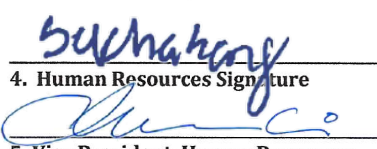

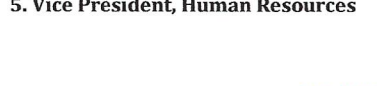

Account Number(s): <u>11000-342510-111000-150100-1100</u>	100 % Amount \$ <u>118,446 \$124,331</u>
Account Number(s): _____	% Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature 	11/20/2020 Date	4. Human Resources Signature 	12/14/2020 Date
2. Division Vice President Signature 	11/20/20 Date	5. Vice President, Human Resources 	12/14/20 Date
3. AVP Fiscal Services Signature 	12/11/2020 Date		

☒ Funding available ☐ Funding not available Position Number: _____ Contract Number: 111001

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:
☒ Approved to fill immediately ☐ Denied ☐ Modified
If position **does not have funding**, provide funding directions: _____

Rationale: _____


 6. Signature of President/CEO

December 15, 2020
 Date

In 2019, a first-year probationary faculty in the English, Literature, and Creative Writing (ELCW) Department failed to proceed in the probationary process. The ELCW Department is in immediate need of a full-time faculty position to support high student demand for English courses. The implementation of AB 705 has significantly increased access to transfer-level English (from 14% in Fall 2018 to 82% in Fall 2019) and has led to an increased demand for ENGL 1A and 1C. This fall, we had a 94% fill rate in ENGL 1A (169 sections) and a 97% fill rate in ENGL 1C (71 sections) with over 400 students on wait lists for ENGL 1A alone. Demand for Dual Enrollment courses at area high schools is also high. This semester, we are offering 17 sections of dual enrollment English classes at nine schools. It is imperative that the ELCW Department have enough full-time faculty to serve all Mt. SAC students.

SALARY PROJECTION

NAME	FUND	ORG	ACCT	PROG	ACTIV	FRINGE BENEFIT ACCTS							TOTAL BENEFITS	TOTAL SALARY & BENEFITS
						ACCOUNT PERCENT	TOTAL SALARY	311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C		

Estimated Benefit Rates for 2020-21 16.150% 1.450% Varies 0.05% 1.490%

FY 20-21

Professor, English	11000	342510	111000	150100	1100	100%	92,108	14,876	1,336	14,593	46	1,372	32,223	124,331
--------------------	-------	--------	--------	--------	------	------	--------	--------	-------	--------	----	-------	--------	---------

Professor, Manufacturing	11000	352520	111000	095600	1100	100%	92,108	14,876	1,336	14,593	46	1,372	32,223	124,331
-----------------------------	-------	--------	--------	--------	------	------	--------	--------	-------	--------	----	-------	--------	---------