

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: Biology/ Non-Majors BiologyDepartment: BiologyDivision: Natural SciencesMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☒ Funded: General Fund UnrestrictedFormer Employee (if applicable): Craig Petersen☐ Newly Funded Position Fiscal Year _____☒ Tenure Track☐ Temporary Faculty (one year)

Approved in Cabinet - 11/03/20

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):

This position has been approved through the priority process and by cabinet. Marine Biology andEnvironmental Biology would be preferred but not required qualifications.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): 11000-313500-111000-040100-1100100 % Amount \$ 124,331

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 [Signature]

Date _____

2. Division Vice President Signature [Signature]Date 11/30/203. Chief Budget/Compliance Signature [Signature]Date 11/30/204. Human Resources Signature [Signature]

11/30/2020

Date _____

5. Vice President, Human Resources [Signature]

11/30/20

Date _____

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

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 [Signature]

December 1, 2020

Date