

## 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 NursingDepartment: NursingDivision: Technology and HealthMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: \_\_\_\_\_☐ Funded: \_\_\_\_\_ **FA9465**Former Employee (if applicable): Catalina Howland☐ Newly Funded Position Fiscal Year \_\_\_\_\_☒ Tenure Track☐ Temporary Faculty (one year)

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):

Nursing had a failed probationary faculty. Approximately 50% of Nursing courses are taught by Adjunct faculty. A significant portion of courses require faculty with knowledge in specialty areas such as Obstetrics or Psychiatric.

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 351000 111000 123000 1100 100 % Amount \$ 127,610

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:**Sarah.Plesetz Digitally signed by Sarah.Plesetz  
Date: 2022.01.06 13:05:02 -08'00'

1. Requesting Manager Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler  
Date: 2022.01.06 15:03:46 -08'00'

2. Division Vice President Signature

Date

Boo Boxc

3. Chief Budget/Compliance Signature

Date

4. Human Resources Signature

Date

Suchakong

5. Vice President, Human Resources

1/13/22

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: \_\_\_\_\_

William J. Smoggin  
 6. Signature of President/CEO

January 18, 2022

Date

SALARY PROJECTION

POS CLASS	UNIT	POSITION %	ACTUAL FTE	RANGE	RANGE	NAME	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	FRINGE BENEFIT ACCTS					TOTAL SALARY	31000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 WC	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
Estimated Benefit Rates for 2021-22													16.920%	1.450%	Varies	0.05%	1.510%								

FY 21-22

FA175	FA	100%	1	2	7	Professor, Nursing	11000	351000	111000	123000	1100	100%	94,236	15,945	1,366	14,593	47	1,423	33,374	127,610
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FA175	FA	100%	1	2	7	Professor, Psychiatric Technician	11000	355500	111000	123900	1100	100%	94,236	15,945	1,366	14,593	47	1,423	33,374	127,610
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