

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- Psychiatric TechnicianDepartment: Mental HealthDivision: Technology and HealthMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☐ Funded: _____

FA9460

Former Employee (if applicable): Samantha James-Perez☐ 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):

This faculty position is needed due to a failed probationary. There were also two tenured faculty retirements during the 2020-21 school year.

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 355500 111000 123900 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 13:05:45 -08'00'

1. Requesting Manager Signature

Date

Kelly Fowler

Digitally signed by Kelly Fowler
Date: 2022.01.06 15:02:56 -08'00'

2. Division Vice President Signature

Date

1/13/22

3. Chief Budget/Compliance Signature

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

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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