

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Dean, Natural SciencesDepartment: Natural SciencesTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-F; hours varySalary Schedule (Range): M21Background and Rationale (use back of form if additional space is needed): Dean Judd will be on leave from 8/20/22-8/17/23. He will retireeffective 8/18/23 and has submitted a letter of intent to retire. Dr. Scroggins hasapproved the hire of a replacement Dean with an effective date of hire8/21/22, while Dean Judd is on leave.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

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>11000-301010-121000-601000-120 0</u>	%	Amount \$	<u>229,976</u>
Account Number(s):	_____	%	Amount \$	<u>+176,388 +</u>
				<u>Benefits</u>

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: _____ End date: _____**Comments:** _____**Signatures:****Kelly Fowler** Digitally signed by Kelly Fowler
Date: 2022.02.28 08:28:08 -08'00'**1. Requesting Manager Signature****Kelly Fowler** Digitally signed by Kelly Fowler
Date: 2022.02.28 08:28:21 -08'00'**2. Division Vice President Signature**[Signature] Date 03/02/2022**3. Chief Compliance/Budget Officer Signature**

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: MA9975 Contract Number: _____**Comments:** _____**Reviewed by President's Cabinet, the following action was taken on the above request:**☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

[Signature]
6. Signature of President/CEOMarch 8, 2022
Date