

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: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Months 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)

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):

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): \_\_\_\_\_ XXXXXXX -1100 \_\_\_\_\_ % Amount \$ **135,843**

Account Number(s): \_\_\_\_\_ **113000** \_\_\_\_\_ % Amount \$ \_\_\_\_\_



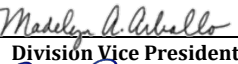
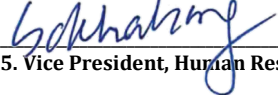
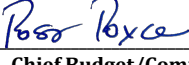
**Funding:** (check all that apply)  General Fund Unrestricted  Restricted Funds  Categorical  Grant

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:**

	12/12/2022		12/20/22
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
	12/12/22		12/21/2022
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
	12/13/2022		
3. Chief Budget/Compliance Signature	Date		

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: \_\_\_\_\_

 January 3, 2023

6. Signature of President/CEO Date

**SALARY PROJECTION**

POS CLASS	UNIT	POSITION	ACTUAL	RANGE	STEP	TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS					TOTAL BENEFITS	TOTAL SALARY & BENEFITS
			FTE											311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C		

Estimated Benefit Rates for 2022-23    19.100%    1.450%    Varies    0.50%    1.480%

**FY 22-23**

FA175	FA	Professor - 175 days 10 mths Col 2 Stp 7	1.00	2	7	10	11000	XXXXXX	111000	XXXXXX	1100	100%	96,778	18,484	1,404	17,260	484	1,433	39,065	135,843
FA195	FA	Professor/Counselor/Librarian - 195 days 11 mths Col 2 Stp 7	1.00	2	7	11	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	107,837	20,596	1,563	17,260	539	1,596	41,554	149,391
FA214	FA	Professor/Counselor/Librarian - 214 days 12 mths Col 2 Stp 7	1.00	2	7	12	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	118,343	22,604	1,716	17,260	592	1,751	43,923	162,266