

MT. SAN ANTONIO COLLEGE

#13

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 - ESL NoncreditDepartment: English as a Second LanguageDivision: School of Continuing EducationMonths 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 2023-24☒ 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):

The full time ESL faculty will be responsible for new and updated curriculum, promoting faculty professional development, and support instruction needs for the ESL program.

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): 11000-410500-111000-493084-1100 100 % Amount \$ \$135,843 ~~74,472 (Col 2, S1)~~

Account Number(s): 113000-493087 _____ % 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:

Jody L. Fernandez 11/28/22

1. Requesting Manager Signature Date

Jan L. P... 11/28/22

2. Division Vice President Signature Date

Boo Boyce 01/05/23

3. Chief Budget/Compliance Signature Date

J. L. ... 1/12/2023

4. Human Resources Signature Date

Sokhany 1/13/23

5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: 111001

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: _____

William J. Smagun January 17, 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