

## 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): \_\_\_\_\_ % Amount \$ **149,391**

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:**

1. Requesting Manager Signature

12/6/22

Date

4. Human Resources Signature

1/26/23

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

1/27/2023

Date

3. Chief Budget/Compliance Signature

01/10/2023

Date

☒ Funding available ☐ Funding not availablePosition Number: \_\_\_\_\_ Contract Number: **125001**

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: \_\_\_\_\_

6. Signature of President/CEO

January 31, 2023

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