

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: Prof. of Sign Language and Interpreting

Department: Sign Language and Interpreting

Division: Humanities and Social Sciences 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):

This hire will represent an achievement in maintaining our status as the preeminent American Sign Language program. The position approved by Dr. Scroggins at the 4/17/23 AMAC meeting.

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): 11000-345500-111000-080900-1100 100 % Amount \$ 135,843

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:

Lance Heard

Digitally signed by Lance Heard
Date: 2023.04.17 12:21:33 -07'00'

04/17/2023

Date

1. Requesting Manager Signature

Kelly Fowler

Digitally signed by Kelly Fowler
Date: 2023.04.17 12:41:30 -07'00'

Date

2. Division Vice President Signature

Boo Boice

04/18/2023

Date

3. Chief Budget/Compliance Signature

[Signature]

4. Human Resources Signature

[Signature]

5. Vice President, Human Resources

4/20/2023

Date

4/20/2023

Date

111001

☒ 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: _____

[Signature]
6. Signature of President/CEO

April 25, 2023

Date

SALARY PROJECTION

SALARY PROJECTION																	
POS CLASS/UNIT	POSITION	ACTUAL		TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTV	ACCOUNT PERCENT	FRINGE BENEFIT ACCTS						TOTAL SALARY BENEFITS & BENEFITS
		FTE	RANGE STEP								TOTAL SALARY	311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C	
Estimated Benefit Rates for 2023-24																	
10.1000% 1.4500% Variable 0.50% 1.4800%																	

FY 22-23

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

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