

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: Professor of CommunicationDepartment: CommunicationDivision: Humanities and Social SciencesMonths 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 see attached.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): 11000-342000-111000-150600 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:Hoover, Karelyn Digitally signed by Hoover, Karelyn
Date: 2023.05.13 14:14:59 -0700

1. Requesting Manager Signature

Date _____

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.05.15 12:34:50 -0700

2. Division Vice President Signature

Date _____

Peter Boyce

3. Chief Budget/Compliance Signature

Date 05/16/2023

Date _____

Kelly Fowler

4. Human Resources Signature

5/17/2023

Date

Sokhaling

5. Vice President, Human Resources

5/18/2023

Date

☒ Funding available ☐ Funding not available Position Number: _____ Contract Number: 111001

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: _____

William J. Smaggin

6. Signature of President/CEO

May 23, 2023

Date

SALARY PROJECTION

SALARY PROJECTION																		
POS CLASS/UNIT	POSITION	RANGE STEP		TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS					TOTAL BENEFITS & BENEFITS	TOTAL SALARY
		ACTUAL FTE										311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C		
Estimated Benefit Rates for 2022-23															19.100%	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	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	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	162,266