

MT. SAN ANTONIO COLLEGE

#6

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.

Funded: \_\_\_\_\_

Former Employee (if applicable): \_\_\_\_\_

Newly Funded Position Fiscal Year \_\_\_\_\_

Tenure Track

Temporary Faculty (one year)

Discipline/Title: Professor of Interpreting

Department: Sign Language and Interpreting

Division: Humanities and Social Sciences

Months per Year:  10 months  11 months  12 months

#Days per Year:  175  195  210  Other: \_\_\_\_\_

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): 11000-345500-111000-080900 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:

Hoover, Karelyn Digitally signed by Hoover, Karelyn  
Date: 2022.11.22 11:13:59 -08'00'

1. Requesting Manager Signature

\_\_\_\_\_ Date

[Signature]

4. Human Resources Signature

12/1/22

\_\_\_\_\_ Date

Kelly Fowler Digitally signed by Kelly Fowler  
Date: 2022.11.22 14:23:19 -08'00'

2. Division Vice President Signature

\_\_\_\_\_ Date

[Signature]

5. Vice President Human Resources

12/01/2022

\_\_\_\_\_ Date

[Signature]

3. Chief Budget/Compliance Signature

\_\_\_\_\_ Date

11/28/22

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  Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

[Signature]

6. Signature of President/CEO

December 6, 2022

\_\_\_\_\_ Date

SALARY PROJECTION

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

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

**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