

MT. SAN ANTONIO COLLEGE

#17

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, JournalismDepartment: Commercial & Entertainment ArtsDivision: ArtsMonths 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)**Cabinet Approved on 11/22/22**

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):

Journalism is run by one full-time faculty member who retired in Summer 2022. A replacement is in need.This position supports the Journalism courses, program, and SAC Media.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 371050 111000 060200 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:

Michelle Sampat 11/22/22
 1. Requesting Manager Signature Date

Kelly M. Fowler 11/22/22
 2. Division Vice President Signature Date

Boo Boxc 11/28/22
 3. Chief Budget/Compliance Signature Date

Tika Dene-Abrina 12/1/22
 4. Human Resources Signature Date

Godhahang 12/01/2022
 5. Vice President, Human Resources 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 ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin December 6, 2022
 6. Signature of President/CEO Date

SALARY PROJECTION

POS CLASS	UNIT	POSITION	ACTUAL FTE	RANGE	STEP	TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS					TOTAL BENEFITS	TOTAL SALARY & BENEFITS
														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