

MT. SAN ANTONIO COLLEGE

#26

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, Printmaking-DrawingDepartment: Fine 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):

Dirk Hagner retired in 2020. The printmaking program has no full-time faculty currentlyPlease 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 371000 111000 100100 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

1. Requesting Manager Signature

11/22/22
DateLisa Davis-Harris

4. Human Resources Signature

12/1/22
DateKelly M. Fowler

2. Division Vice President Signature

11/22/22
DateGokhaby

5. Vice President, Human Resources

12/01/2022
Date1650 16x2

3. Chief Budget/Compliance Signature

11/28/22
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. Smoggin

6. Signature of President/CEO

December 6, 2022
Date

Request to Fill Process:

A. Before completing the form:

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. Completing the form:

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriate. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

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 SALARY BENEFITS & BENEFITS | TOTAL SALARY |
|--------------|------|----------|---------------|-------|------|-----------------|------|-----|------|------|-------|--------------------|-----------------|----------------------|----------------|---------------|---------------|---------------|--|-----------------|
| | | | | | | | | | | | | | | 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 |