

## MT. SAN ANTONIO COLLEGE

#11

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 Addiction CounselingDepartment: Mental HealthDivision: Technology and HealthMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: \_\_\_\_\_☒ Funded: Cabinet approved 11.22.22Former Employee (if applicable): John Smith☐ 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):

Program has only one FT faculty member, as one retired in June 2022. The April 2022 LMI report indicates 18% growth rate for this field through 2025. One FT faculty cannot provide the necessary outreach and oversight needed.

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 355500 111000 210440 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:**

Sarah.Plesetz  
Digitally signed by Sarah.Plesetz  
 Date: 2022.11.22 12:33:15  
 -08'00'

1. Requesting Manager Signature

Date

Kelly Fowler  
Digitally signed by Kelly Fowler  
 Date: 2022.11.22 16:02:03 -08'00'

2. Division Vice President Signature

Date

Boo Boce  
Digitally signed by Boo Boce  
 Date: 2022.11.22 16:02:03 -08'00'

3. Chief Budget/Compliance Signature

Date

Lisa Marie Harris  
Digitally signed by Lisa Marie Harris  
 Date: 2022.11.22 16:02:03 -08'00'

4. Human Resources Signature

12/1/22

Date

Boo Boce  
Digitally signed by Boo Boce  
 Date: 2022.11.22 16:02:03 -08'00'

5. Vice President, Human Resources

12/01/2022

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. Smagun  
 6. Signature of President/CEO

December 6, 2022  
 Date

SALARY PROJECTION

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