

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 Music (Choral)Department: MusicDivision: ArtsMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☒ Funded: General unrestrictedFormer Employee (if applicable): Bruce Rogers☐ 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.).

Position approved by Dr. Garcia on 11/9/23

Background and Rationale (use back of form if additional space is needed):

Prioritized by AMAC on 11/6/23, this position is a replacement position for Choral Director Bruce Rogers.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 – 372000 – 111000 – 100400 – 1100 100 % Amount \$ 150.888

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:John Vitullo Digitally signed by John Vitullo
Date: 2023.11.13 13:38:54 -08'00

1. Requesting Manager Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.11.13 15:03:43 -08'00

2. Division Vice President Signature

Date

Bruce Rogers

11/14/23

3. Chief Budget/Compliance Signature

Date

John Garcia

4. Human Resources Signature

11/15/2023

Date

Gokhaling

5. Vice President, Human Resources

11/16/2023

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: _____

Martha Garcia

6. Signature of President/CEO

November 21, 2023

Date