

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: Registered Veterinary Technician/Animal SDepartment: Agriculture SciencesDivision: Natural SciencesMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☒ Funded: Cabinet Approved 11.09.23

Former Employee (if applicable): _____

☒ Newly Funded Position Fiscal Year 2024☒ 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):

To hire an additional faculty member to add additional classes to meet student demand and allow for completion
93% of classes are taught by full-timers, most on overload, and the director was just granted full release time.

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): 11000-312010-111000-010210-1100100 % 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:Denise Bailey

1. Requesting Manager Signature

11/13/23

Date

Lisa Marie Harris

4. Human Resources Signature

11/15/2023

Date

Kelly M. Fowler

2. Division Vice President Signature

11/13/23

Date

Gokhaling

5. Vice President, Human Resources

11/16/2023

Date

Bob Boxe

3. Chief Budget/Compliance Signature

11/14/23

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: _____

Martha Stare

6. Signature of President/CEO

November 21, 2023

Date