

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 Aeronautics, Commercial FlightDepartment: AeronauticsDivision: Technology and HealthMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☒ Funded: Apvd by Dr. Garcia 11/9/23

Former Employee (if applicable): _____

☐ 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):

This is a replacement of a retiring faculty member. Aeronautics Program enables students to fulfill federal recruitment initiatives for airline pilots and dispatchers.

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 352000 111000 095000 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:Lance Heard Digitally signed by Lance Heard
Date: 2023.11.13 13:19:05 -08'00'

1. Requesting Manager Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.11.13 15:06:08 -08'00'

2. Division Vice President Signature

Date

3. Chief Budget/Compliance Signature

Date



4. Human Resources Signature

11/15/2023

Date



5. Vice President, Human Resources

11/16/2023

Date

11/14/23

☒ Funding available ☐ Funding not availablePosition 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: _____

6. Signature of President/CEO

November 21, 2023

Date