

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: Biology - Anatomy & PhysiologyDepartment: BiologyDivision: Natural SciencesMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: _____☒ Funded: Cabinet Approved 11.09.23Former Employee (if applicable): Virgina Pascoe☐ 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 a replacement faculty member for a retirement. Currently 43% of courses are taught by part-time
~~faculty and failure to replace to position would be detrimental to courses offering and student completion.~~

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): 11000-313500-111000-040100-1100100 % 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

Jika Marie-Harris
 4. Human Resources Signature

11/15/2023
 Date

Jelly M. Fowler
 2. Division Vice President Signature

11/13/23
 Date

Sokhany
 5. Vice President, Human Resources

11/16/2023
 Date

Boo Boxc
 3. Chief Budget/Compliance Signature

11/14/23
 Date

☒ 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: _____

Martha Stare
 6. Signature of President/CEO

November 21, 2023
 Date