

## 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, Child DevelopmentDepartment: Child Development & EducationDivision: BusinessMonths per Year: ☒ 10 months ☐ 11 months ☐ 12 months#Days per Year: ☒ 175 ☐ 195 ☐ 210 ☐ Other: \_\_\_\_\_☒ Funded: \_\_\_\_\_

Former Employee (if applicable): \_\_\_\_\_

☒ Newly Funded Position Fiscal Year 24-25☒ Tenure Track☐ Temporary Faculty (one year)

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Approved by Dr. Garcia on 11/9/23

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

Approved through the faculty hiring process.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): 11000-336050-111000-130500-1100 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:**

Fawaz Al-Malood  
Digitally signed by Fawaz Al-Malood  
 DN: cn=Fawaz Al-Malood, c=US, o=MT. San Antonio  
 Date: 2023.11.13 14:14:44 -0800

11/13/2023

1. Requesting Manager Signature

Kelly Fowler  
Digitally signed by Kelly Fowler  
 Date: 2.023.11.13 15:04:36 -0800

Date

2. Division Vice President Signature

Boo Boxa

Date

3. Chief Budget/Compliance Signature

11/14/23

Date

Jika Dami-Harris

4. Human Resources Signature

11/15/2023

Date

Goldshinsky

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 ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

Martha Stone

6. Signature of President/CEO

November 21, 2023

Date

SALARY PROJECTION

POS CLASS	UNIT	POSTION	ACTUAL	RANGE	STEP	TOTAL						ACCOUNT	TOTAL	FRINGE BENEFIT ACCTS					TOTAL	TOTAL		
			FTE			MONTHS						FUND	ORG	ACCT	PROG	ACTIV	PERCENT	SALARY	311000	335000	341000	351000
Estimated Benefit Rates for 2023-24													19.100%	1.450%	Varies	0.05%	1.390%					
FY 24-25																						

FA175	FA	Professor - 175 days 10 mths Col 2 Stp 7	1.00	2	7	10	11000	XXXXXX	111000	XXXXXX	1100	100%	107,366	20,507	1,557	19,912	54	1,492	43,522	150,888
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