

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 Ethnic StudiesDepartment: Ethnic StudiesDivision: Humanities and Social SciencesMonths 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 2025-26☐ 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):

Please see attached.
_____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): 11000-343200-111000-220300 1100 100 % Amount \$ 157,880

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: Approved at PC 1/7/25
_____**Signatures:**Hoover, Karelyn Digitally signed by Hoover, Karelyn
Date: 2025.01.08 15:56:07 -08'00'1/8/25**1. Requesting Manager Signature**

Date

Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D.
Date: 2025.01.08 16:16:11 -08'00'1/8/25**2. Division Vice President Signature**

Date

3. Chief Budget/Compliance Signature

Date

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

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 Stone
6. Signature of President/CEO

January 28, 2025

Date

SALARY PROJECTION

POS CLASS	UNIT	POSITION	ACTUAL FTE	RANGE	STEP	TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS					TOTAL SALARY BENEFITS & BENEFITS	TOTAL
														STRS	MEDI	CIL	SUI	W/C		
Estimated Benefit Rates for 2024-25														19.100%	Varies	0.05%	1.310%			
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%	112,463	21,480	1,631	20,776	56	1,473	45,417	157,880
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