

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 English

Department: English, Literature, and Creative Writing

Division: Humanities and Social Sciences

Months per Year: [x] 10 months [] 11 months [] 12 months

#Days per Year: [x] 175 [] 195 [] 210 [] Other: _____

Funded: _____

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):

Please see attached Approved in Cabinet on 11/21/25

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): 11000-342510-111000-150100-1100 100 % Amount \$ 162,074

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:

[Signature] Digitally signed by Karelyn Hoover Date: 2025.12.02 11:38:48 -08'00' 12/02/2025 Stacy Manfredi Digitally signed by Stacy Manfredi TDH Date: 2026.02.11 12:33:10 -08'00'

1. Requesting Manager Signature Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D. Date: 2025.12.02 15:33:29 -08'00' 4. Human Resources Signature Date

2. Division Vice President Signature Date 5. Vice President, Human Resources 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:

[x] Approved to fill immediately [] Denied [] Modified

If position does not have funding, provide funding directions: _____

Rationale: _____

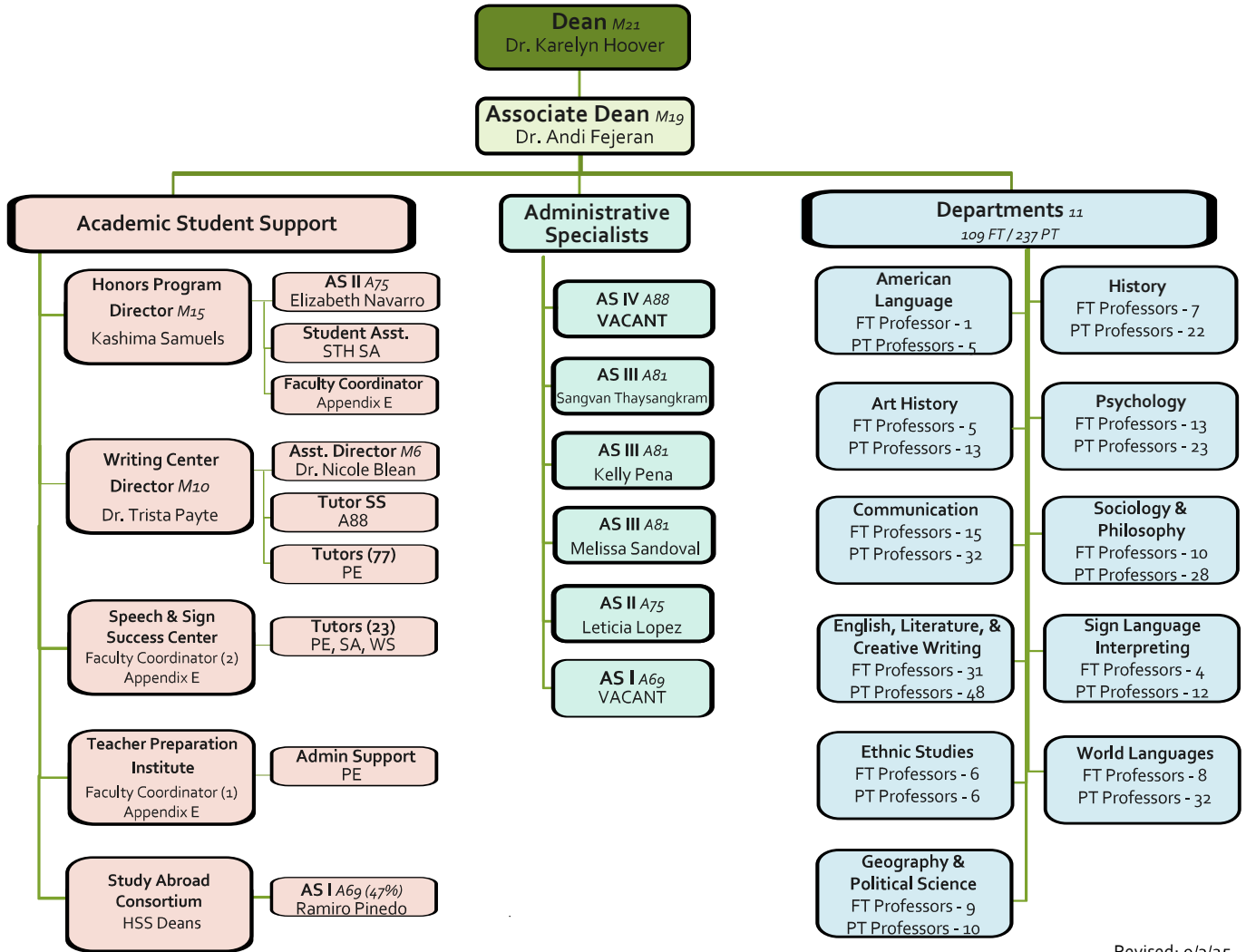
[Signature] February 17, 2026 6. Signature of President/CEO Date

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 BENEFITS	TOTAL SALARY & BENEFITS
														311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C		
Estimated Benefit Rates for 2025-26														19.100%	1.450%	Varies	0.05%	1.380%		
FY 25-26																				

FA175	FA	Professor - 175 days 10 mths Col 2 Stp 7	1.00	2	7	10	11000	XXXXXX	111000	XXXXXX	1100	100%	115,837	22,125	1,680	20,776	58	1,599	46,237	162,074
FA195	FA	Professor/Counselor/Librarian - 195 days 11 mths Col 2 Stp 7	1.00	2	7	11	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	129,076	24,654	1,872	20,776	65	1,781	49,147	178,223
FA197	FA	Professor/Counselor/Librarian - 197 days 11 mths Col 2 Stp 7	1.00	2	7	11	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	130,400	24,906	1,891	20,776	65	1,800	49,438	179,838
FA214	FA	Professor/Counselor/Librarian - 214 days 12 mths Col 2 Stp 7	1.00	2	7	12	11000	356000	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	141,652	27,056	2,054	20,776	71	1,955	51,911	193,563
FA219	FA	Professor/Counselor/Librarian - 219 days 12 mths Col 2 Stp 7	1.00	2	7	12	11000	XXXXXX	111000 / 123000 / 124000	XXXXXX	1100 / 1200	100%	144,962	27,688	2,102	20,776	72	2,000	52,639	197,601

Humanities and Social Sciences Division 25-26



Revised: 9/3/25