

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 CommunicationDepartment: CommunicationDivision: 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 _____☒ 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. Second position approved by President Garcia on 5/1/26 and at AMAC on 5/04/2026
_____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): 11000-342000-111000-150600-1100 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:**
 Digitally signed by Dr. Andi M. Fejeran
Date: 2026.05.05 11:31:31 -07'00'

1. **Requesting Manager Signature**
 Kelly Fowler, Ph.D.
 Digitally signed by Kelly Fowler, Ph.D.
 Date: 2026.05.08 15:55:05 -07'00'

Date _____

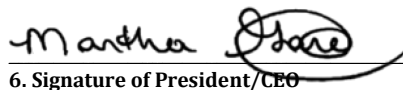
2. **Division Vice President Signature**

Date _____


 3. **Chief Budget/Compliance Signature**
 Interim AVP, Administrative Services Signature

Date _____

Date 05/11/26
☐ Funding available ☐ Funding not available Position Number: FA9439 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: _____


 6. Signature of President/CEO Date 5/19/2026

SALARY PROJECTION

POS CLASS/UNIT	POSITION	ACTUAL FTE	RANGE	STEP	TOTAL MONTHS	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	311000 STRS	335000 MEDI	341000 CIL	351000 SUI	361000 W/C	TOTAL BENEFITS & BENEFITS	TOTAL SALARY
Estimated Benefit Rates for 2025-26																			
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

