

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 (Position #2)Department: English, Literature, & Creative WritingDivision: 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. Approved in Cabinet on 11/21/2025.

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:

 Digitally signed by Karelyn Hoover
 Date: 2026.05.12 13:46:17 -07'00'
05/12/2026

 Digitally signed by Alexis Carter TDH
 Date: 2026.05.14 08:41:52 -07'00'

1. **Requesting Manager Signature**
 Kelly Fowler, Ph.D.
 Digitally signed by Kelly Fowler,
 Ph.D.
 Date: 2026.05.12 17:26:34 -07'00'

Date _____

4. **Human Resources Signature** Date _____2. **Division Vice President Signature**

Date _____

5. **Vice President, Human Resources** Date _____3. **Chief Budget/Compliance Signature**

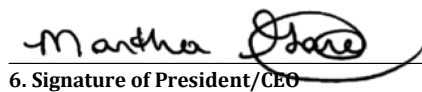
Date _____

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

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:
☒ Approved to fill immediately ☐ Denied ☐ Modified
If position **does not have funding**, provide funding directions: _____

Rationale: _____


 Digitally signed by Martha
 Date: 2026.05.19 10:19:17 -07'00'
5/19/20266. **Signature of President/CEO**

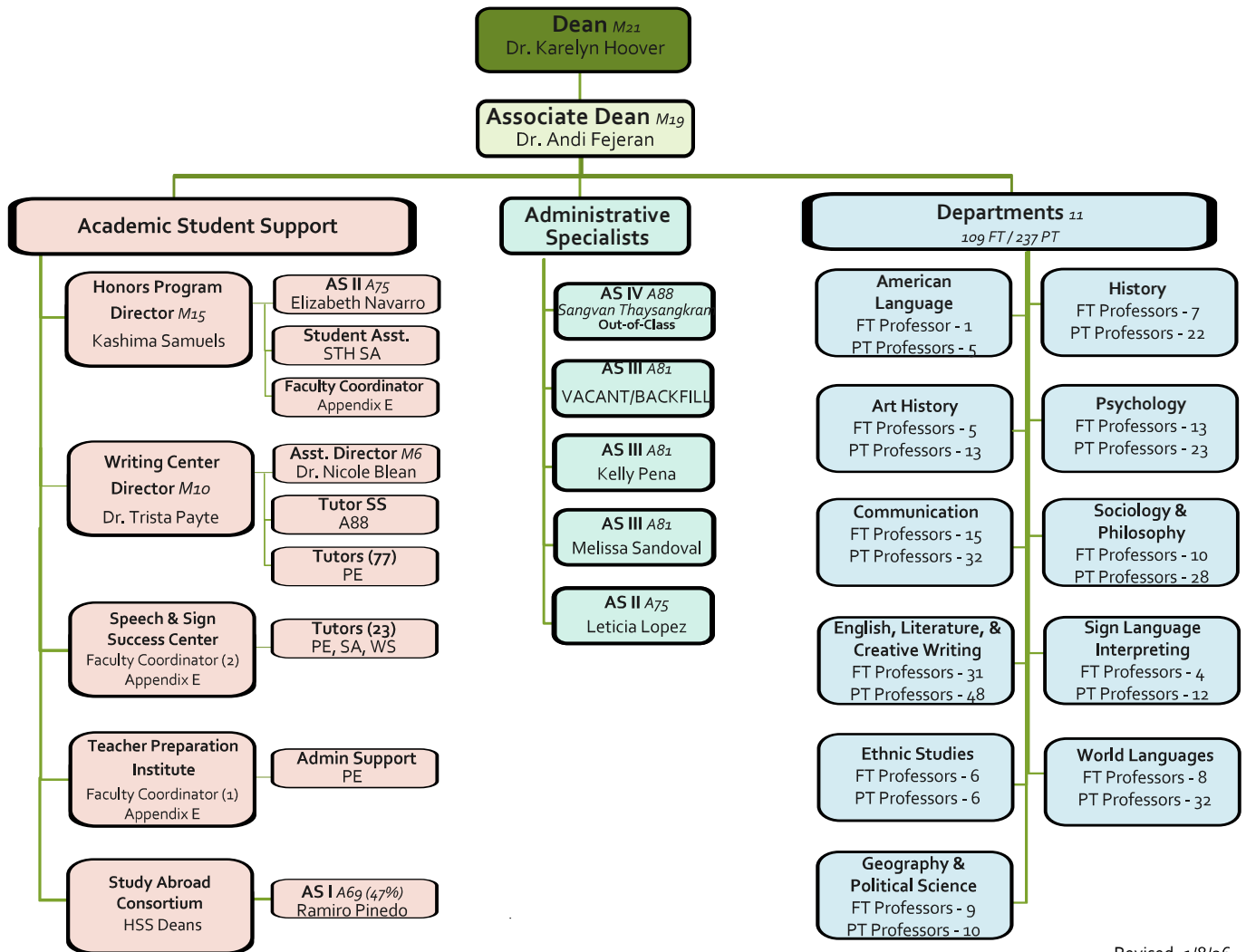
Date _____

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: 1/8/26