



## Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

June 2, 2021

The Honorable David Wallace, Chair  
The Honorable David Hillman, Chair  
Arkansas Legislative Council – Personnel Subcommittee  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Wallace and Representative Hillman:

The University of Arkansas at Fort Smith (UAFS) requests the establishment of fifteen (15) non-classified positions from the Higher Education Central Pool authorized by Act 763 of 2020, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

### **Requested**

**Title:** Assistant Professor – 12-month  
**LIM – FY22:** \$156,999  
**Salary – FY22:** \$50,000 - \$78,152  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$14,750 - \$23,055  
**Total Compensation FY22:** \$64,750 - \$101,207  
**Number of Positions:** 4

**Title:** Clinical Instructor – 12-month  
**LIM – FY22:** \$82,742  
**Salary – FY22:** \$26,602 - \$39,168  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$7,848 - \$11,555  
**Total Compensation FY22:** \$34,450 - \$50,723  
**Number of Positions:** 6

**Title:** Graduate Assistant – 9-month  
**LIM – FY22:** \$29,192  
**Salary – FY22:** \$23,300  
**Institution Match Rate % – FY22:** 18%  
**Institution Match \$ - FY22:** \$4,194  
**Total Compensation FY22:** \$27,494  
**Number of Positions:** 1

### **Recommendation**

**Title:** Assistant Professor – 12-month  
**LIM – FY22:** \$156,999  
**Salary – FY22:** \$50,000 - \$78,152  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$14,750 - \$23,055  
**Total Compensation FY22:** \$64,750 - \$101,207  
**Number of Positions:** 4

**Title:** Clinical Instructor – 12-month  
**LIM – FY22:** \$82,742  
**Salary – FY22:** \$26,602 - \$39,168  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$7,848 - \$11,555  
**Total Compensation FY22:** \$34,450 - \$50,723  
**Number of Positions:** 6

**Title:** Graduate Assistant – 9-month  
**LIM – FY22:** \$29,192  
**Salary – FY22:** \$23,300  
**Institution Match Rate % – FY22:** 18%  
**Institution Match \$ - FY22:** \$4,194  
**Total Compensation FY22:** \$27,494  
**Number of Positions:** 1

**Title:** Instructor – 12-month  
**LIM – FY22:** \$106,962  
**Salary – FY22:** \$58,000 - \$65,424  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$17,110 - \$19,300  
**Total Compensation FY22:** \$75,110- \$84,724  
**Number of Positions:** 2

**Title:** Instructor – 12-month  
**LIM – FY22:** \$106,962  
**Salary – FY22:** \$58,000 - \$65,424  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$17,110 - \$19,300  
**Total Compensation FY22:** \$75,110- \$84,724  
**Number of Positions:** 2

**Title:** Professor – 12-month  
**LIM – FY22:** \$164,355  
**Salary – FY22:** \$83,589 - \$85,171  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$24,659 - \$25,125  
**Total Compensation FY22:** \$108,248- \$110,296  
**Number of Positions:** 2

**Title:** Professor – 12-month  
**LIM – FY22:** \$164,355  
**Salary – FY22:** \$83,589 - \$85,171  
**Institution Match Rate % – FY22:** 29.5%  
**Institution Match \$ - FY22:** \$24,659 - \$25,125  
**Total Compensation FY22:** \$108,248- \$110,296  
**Number of Positions:** 2

Assistant Professor – 12-month, Clinical Instructor – 12-month, Instructor – 12-month and Professor – 12-month positions are requested to move positions into the correct titles to allow accrual of proper benefits and leave to commence and continue to accumulate. In addition, Graduate Assistant – 9-month position is needed for the conversion to Workday. These inaccurate placements were discovered with the recent computer system conversion. These titles are currently used at other institutions.

The Assistant Professor – 12-month positions will provide classroom and online instruction. At this time, they are in 9-month Faculty slots and annual leave is not able to accrue, and should. These positions are not able to be edited in Workday.

The Clinical Instructor – 12-month positions will provide academic coaching and support services for students to improve academic success and retention. Some of the instructors will be responsible for the preparation of solutions, standards, and samples for laboratory experiments in biology or chemistry laboratory courses. At this time, they are in 9-month Faculty slots and annual leave is not able to accrue, and should. These positions are not able to be edited in Workday.

The Graduate Assistant will schedule tutoring appointments, assist with completion of required paperwork, surveys and other documentation related to the services provided in the Writing Center. He/ she may assist in outreach and recruitment for the Writing Center, staff scheduling, training, organizing and facilitating faculty development training sessions, general record keeping, assessment and data collection.

The Instructor – 12-month positions will provide classroom and online instruction, recruit students and advise students. At this time, they are in 9-month Faculty slots and annual leave is not able to accrue, and should. These positions are not able to be edited in Workday.

The Professor – 12-month positions will provide classroom and online instruction. In addition, they will provide service to the department, college and university. At this time, they are in 9-month Faculty slots and annual leave is not able to accrue, and should. These positions are not able to be edited in Workday.

Sincerely,



Maria Markham, Ph. D.  
Director

May 27, 2021

Dr. Maria Markham, Director  
Arkansas Department of Higher Education  
114 E. Capitol Avenue  
Little Rock, AR 72201

RE: Request for Central Pool Positions

Pursuant to Act 793 of 2020, the University of Arkansas-Fort Smith is requesting a total of eight (8) 12-month faculty positions, six (6) 12-month clinical instructor positions and one (1) 9-month graduate assistant position.

UAFS has faculty and clinical instructors who hold 12-month appointments who need to be in 12-month classifications to ensure the appropriate eligibility of benefits and leave when the University converts to Workday on July 1, 2021. We also need a 9-month graduate assistant position due to the conversion.

We planned to request the changes in the next biennial process; however, our System conversion to Workday has changed our timeline, and positions are needed for FY22. Therefore, we are requesting central pool positions to address the classification of these positions in the interim.

Your consideration of this request will be greatly appreciated.

Sincerely,



Terisa C. Riley, Ph. D.  
Chancellor

Attachment: ADHE Nonclassified Central Pool Justification Forms (9)



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Assistant Professor – 12 month	<b>LIM:</b>	\$156,999
<b>Working Title:</b>	Assistant Professor/Gallery Director	<b>Estimated Salary Range:</b>	\$50,000
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$14,750
<b>Total Compensation:</b>	\$64,750	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	
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**Justification:**

UAFS has faculty who hold 12-month appointments who need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University’s move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month faculty and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

**Educational Requirements:**

Terminal degree, MFA or higher. Incumbent has a PhD.

**Duties:**

Duties include: classroom and online instruction; scholarly activities; service to the department, college, and university, including committees and assessment; curriculum planning, implementation, and evaluations; recruitment and retention of students, including advising students. Attendance and participation at all faculty/administrative meetings, student research symposium, commencement ceremonies, and other meetings/events as required. Also serves as Gallery Director, responsible for curating, exhibition planning, and installation; exhibition publicity; and promotion of the Wingate Main Gallery and other campus galleries.



## Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:
Employee serves as Assistant Professor, Art and Gallery Director, reporting to the Dean of the College of Arts and Sciences.

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Assistant Professor – 12 month	<b>LIM:</b>	\$156,999
<b>Working Title:</b>	Assistant Professor – 12 month	<b>Estimated Salary Range:</b>	\$77,380; \$56,000
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$22,827; \$16,250
<b>Total Compensation:</b>	\$100,207; \$72,250	<b>Number of Positions:</b>	2

<b>Board Approval Date:</b>	
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**Justification:**

UAFS has faculty who hold 12-month appointments who need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University’s move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month faculty and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

**Educational Requirements:**

Master’s degree and certification in field; doctorate in field.

**Duties:**

Duties include: classroom and online instruction; scholarly activities; service to the department, college, and university, including committees and assessment; curriculum planning, implementation, and evaluations; recruitment and retention of students, including advising students. Attendance and participation at all faculty/administrative meetings, student research symposium, commencement ceremonies, and other meetings/events as required.

**Additional Information:**

One employee serves as Assistant Professor, Imaging Sciences and reports to the Executive Director of Imaging Sciences in the College of Health, Education, and Human Sciences. One employee serves as Assistant Professor, Bachelor of Applied Science Program, and reports to the Associate Dean in the College of Business and Industry.



# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Assistant Professor – 12 month	<b>LIM:</b>	\$156,999
<b>Working Title:</b>	Assistant Professor/Director, Drennen Scott House and Historical Site	<b>Estimated Salary Range:</b>	\$78,152
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$23,055
<b>Total Compensation:</b>	\$101,207	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

### Justification:

UAFS has faculty who hold 12-month appointments who need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University's move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month faculty and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

### Educational Requirements:

Master's Degree and certification in field.

### Duties:

Duties include: classroom and online instruction; scholarly activities; service to the department, college, and university, including committees and assessment; curriculum planning, implementation, and evaluations; recruitment and retention of students, including advising students. Attendance and participation at all faculty/administrative meetings, student research symposium, commencement ceremonies, and other meetings/events as required. Also serves as Director of the Drennen Scott House and Historical Site and is responsible for oversight and restoration of the property; tours; promotion; exhibition planning; and publicity.

### Additional Information:

Reports to the Department Head of History in the College of Art and Sciences.





# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Clinical Instructor – 12 month	<b>LIM:</b>	\$82,742
<b>Working Title:</b>	Academic Coach	<b>Estimated Salary Range:</b>	\$26,602; \$33,000; \$33,000
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$7,848; \$9,735; \$9,735
<b>Total Compensation:</b>	\$34,450; \$42,735; \$42,735	<b>Number of Positions:</b>	3

<b>Board Approval Date:</b>	
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**Justification:**

UAFS has clinical instructor (teaching assistants) who hold 12-month appointments that need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University’s move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month clinical instructors and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

**Educational Requirements:**

Bachelor’s degree in field.

**Duties:**

Duties include: academic coaching and support services for students to improve academic success and retention. Works with students to develop individual academic plan that includes effective study strategies, time management, organization and goal setting necessary for success in University classes. Responsible for overseeing academic coaching program, assessing effectiveness of support services and implementing modifications as needed. Other responsibilities may include presenting workshops for Academic Success Center (ASC), assisting with tutoring services, test proctoring, and other support in the ASC as needed.

**Additional Information:**

Employees report to the Director of ASC, under the Center for Student Success and Retention.



# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Clinical Instructor – 12 month	<b>LIM:</b>	\$82,742
<b>Working Title:</b>	Instructional Lab Assistant	<b>Estimated Salary Range:</b>	\$30,000; \$30,000
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$8,850; \$8,850
<b>Total Compensation:</b>	\$38,850; \$38,850	<b>Number of Positions:</b>	2

**Board Approval Date:** \_\_\_\_\_

### Justification:

UAFS has clinical instructor (teaching assistants) who hold 12-month appointments that need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University's move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month clinical instructors and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

### Educational Requirements:

Bachelor's degree in field. Hazardous material training, CPR and First Aid.

### Duties:

Responsible for the preparation of solutions, standards, and samples for laboratory experiments in biology or chemistry laboratory courses. Duties include maintaining a safe work environment, inventory, cleaning, washing, organizing and calibration of glass wear; supervision of student workers and student laboratory assistants; coordinating the collection and disposal of waste and hazardous materials; enforcing safety protocols; training student workers, student lab assistants, faculty and staff.

### Additional Information:

One employee reports to the Department Head of Biological Sciences and one reports to the Department Head of Physical Sciences, both in the College of Arts and Sciences.



## Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Clinical Instructor – 12 month	<b>LIM:</b>	\$82,742
<b>Working Title:</b>	Fitness Coordinator/Instructor	<b>Estimated Salary Range:</b>	\$39,168
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$11,555
<b>Total Compensation:</b>	\$50,723	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

### Justification:

UAFS has clinical instructor (teaching assistants) who hold 12-month appointments that need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University's move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month clinical instructors and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

### Educational Requirements:

Bachelor's degree in field. CPR and First Aid certification.

### Duties:

Teach Physical Education credit courses. Responsible for the oversight of the daily operation of the fitness center, including the development and instruction of well-balanced fitness programs and activities. Supervises front desk staff, to include training new employees.

### Additional Information:

Employee reports to the Director of Recreational and Wellness Center, under the Vice Chancellor for Enrollment Management and Student Affairs.



# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Graduate Assistant – 9 month	<b>LIM:</b>	\$29,192
<b>Working Title:</b>	Graduate Assistant – 9 month	<b>Estimated Salary Range:</b>	\$23,300
<b>Institution Match Rate %:</b>	18%	<b>Institution Match \$:</b>	\$4,194
<b>Total Compensation:</b>	\$27,494	<b>Number of Positions:</b>	1

**Board Approval Date:**

**Justification:**  
 Graduate Assistants are new to UAFS, as we only recently added masters programs for the first time. We were using an extra-help position for this purpose, to mirror the way we currently handle student worker positions. We became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request Graduate Assistant positions in the next biennium.

**Educational Requirements:**  
 Must be a UAFS student enrolled in the Masters of Education for English programs. Educational requirements based on program.

**Duties:**  
 Provide a welcome environment for the writing center, conduct one-to-one conferences, and help connect student with available services. Duties may include: schedule tutoring appointments; assist with completion of required paperwork, surveys and other documentation related to the services provided in the Writing Center; may assist instructors of co-requisite English classes with writing workshops; assist in outreach and recruitment for the Writing Center; attend Writing Center staff meetings; assist in staff scheduling, training, and organizing and facilitating faculty development training sessions; assist Director of Writing Center with general record keeping; and assist Title III SIP Grant Director and Activities Director with assessment and data collection.

**Additional Information:**  
 Employee reports to the Writing Center Director in the College of Arts and Sciences.





# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Instructor – 12 month	<b>LIM:</b>	\$106,962
<b>Working Title:</b>	Instructor, Workforce Development	<b>Estimated Salary Range:</b>	\$65,424; \$58,000
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$19,300; \$17,110
<b>Total Compensation:</b>	\$84,724; \$75,110	<b>Number of Positions:</b>	2

<b>Board Approval Date:</b>	
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**Justification:**

UAFS has faculty who hold 12-month appointments who need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University’s move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month faculty and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

**Educational Requirements:**

Incumbents hold bachelor’s or master’s in their field, and specialized certification relevant to the courses taught.

**Duties:**

Duties include: classroom and online instruction; scholarly activities; service to the department, college, and university, including committees and assessment; curriculum planning, implementation, and evaluations; recruitment and retention of students, including advising students. Attendance and participation at all faculty/administrative meetings, student research symposium, commencement ceremonies, and other meetings/events as required.

**Additional Information:**

Both faculty serve as Instructors of Workforce Leadership and report to the Director of the Business and Professional Development Center in the College of Business and Industry.



# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	University of Arkansas Fort Smith	<b>Date:</b>	May 27, 2021
<b>Requested Authorized Title:</b>	Professor – 12 month	<b>LIM:</b>	\$164,355
<b>Working Title:</b>	Professor – 12 month	<b>Estimated Salary Range:</b>	\$83,589; \$85,171
<b>Institution Match Rate %:</b>	29.5%	<b>Institution Match \$:</b>	\$24,659; \$25,125
<b>Total Compensation:</b>	\$108,248; \$110,296	<b>Number of Positions:</b>	2

**Board Approval Date:**

**Justification:**

UAFS has faculty who hold 12-month appointments who need to be in 12-month classifications to ensure appropriate eligibility of benefits and leave with the University’s move to Workday on July 1, 2021.

UAFS has always used 9-month appropriated positions to accommodate 12-month faculty and only became aware of the need for a different position in December 2020, during the Workday conversion. We plan to request to trade 9-month positions for 12-month positions in the next biennial request.

**Educational Requirements:**

Incumbents hold terminal degrees in their field.

**Duties:**

Duties include: classroom and online instruction; scholarly activities; service to the department, college, and university, including committees and assessment; curriculum planning, implementation, and evaluations; recruitment and retention of students, including advising students. Attendance and participation at all faculty/administrative meetings, student research symposium, commencement ceremonies, and other meetings/events as required.

**Additional Information:**

One position serves as a Professor of Workforce Leadership and Management and reports to the Director of the Business and Professional Development Center in the College of Business and Industry. The other position serves as Professor of English/Director of the Honors Program and reports to the Provost.



# Division of Higher Education Non-Classified Central Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Director:		Date:	