



Arkansas Division of Higher Education

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

Johnny Key
Secretary

Maria Markham, Ph.D.
Director

January 4, 2022

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 Community College at Batesville (UACCB) requests the establishment of two (2) non-classified positions from the Higher Education Central Pool authorized by Act 763 of 2019, 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: Faculty - 12 month
LIM – FY22: \$115,732
Salary – FY22: \$50,000
Institution Match Rate % – FY22: 33%
Institution Match \$ - FY22: \$16,500
Total Compensation FY22: \$66,500
Number of Positions: 2

Recommendation

Title: Faculty - 12 month
LIM – FY22: \$115,732
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Institution Match \$ - FY22: \$16,500
Total Compensation FY22: \$66,500
Number of Positions: 2

The positions requested are to move employees into correct titles which will allow accrual of proper benefits and leave to commence and continue to accumulate as well as an increased need for additional positions in workforce programs. This title is currently used at this institution and at other institutions/entities.

The Faculty - 12 month positions are requested due to inaccurate placements. At this time, they are in Faculty - 9 month slots where benefits and annual leave are not able to accrue as they should. These positions will provide complete course syllabi, conduct classes covering course content and course objectives for workforce programs.

Sincerely,

Maria Markham, Ph. D.
Director



December 10, 2021

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

RE: Request for Central Pool Positions

Dear Dr. Markham:

Pursuant to Act 793 of 2020, University of Arkansas Community College at Batesville (UACCB) is requesting a total of two (2) 12-month faculty positions from the Central Pool. UACCB is requesting central pool positions to address the following:

UACCB needs employees in 12-month appointments having 12-month Faculty titles to ensure appropriate eligibility of benefits and leave. Additionally, UACCB has immediate need for faculty within our workforce programs.

I appreciate your consideration for this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Zach Perrine', with a stylized flourish extending to the right.

Mr. Zach Perrine
Interim Chancellor

Enclosures

University of Arkansas Community College at Batesville

P.O. Box 3350 / Batesville, Arkansas 72503-3350 / 870-612-2000 / Fax 870-793-4988
UACCB is an equal opportunity/affirmative action institution.



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	University of Arkansas Community College Batesville	Date:	12/16/2021
Requested Authorized Title:	12 Month Faculty	LIM:	115,732
Working Title:	Instructor	Estimated Salary Range:	50,000
Institution Match Rate %:	33%	Institution Match \$:	16,500
Total Compensation:	66,500	Number of Positions:	2

Board Approval Date:

Justification:

UACCB has an immediate need for two additional 12-month faculty positions for our workforce programs. A majority of our workforce programs are continual programs which go through the summer months.

Educational Requirements:

A combination of experience and/bachelor's degree in appropriate field to correlate to the instructor's specific coursework.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

Faculty responsibilities include:

- provide complete course syllabi to the Administrative Assistant to the Vice Chancellor for Academics, the appropriate Division Administrative Specialist or the Faculty Administrative Specialist, and the appropriate Division Chair each semester.
- meet classes as scheduled
- conduct classes professionally
- dress professionally; see Dress Code – UACCB Procedure 480.1 under Governance
- cover course content and meet course objectives
- develop course support materials as needed
- test for course objectives and provide copies of tests to the appropriate Division Chair when requested
- provide assistance to students and treat students with respect and courtesy
- offer suggestions for curriculum and course improvement
- lab set-ups as required
- participate as assigned in Student Orientation
- take advantage of professional development activities and opportunities
- preserve a learning environment in classrooms, labs, and offices
- promote academic support and counseling services for students
- participate in the faculty evaluation process
- keep current in their teaching fields
- schedule AV equipment as needed
- keep the appropriate Division Chair informed of course progress and any problems that arise
- request help when needed
- complete paperwork correctly and on time
- maintain accurate student attendance records and grade reports
- submit all requested rosters and grade reports to the Director of Student Information/Registrar's office as instructed and on time
- contact the appropriate Division Chair if they cannot be in class. If possible, faculty should call early enough so that a substitute instructor can be arranged. Classes should not be cancelled without the permission of the appropriate Division Chair.
- maintain equipment and ensure proper housekeeping
- follow College policies and procedures
- support division, program, and College goals
- promote a good public image of UACCB
- check email on a regular basis
- check their mailboxes each day or evening that their classes meet
- request supplies, typing, and copying in advance
- develop/revise extended course outlines
- assist Advising Center with questions about student schedules
- participate on College committees and in other institutional duties as assigned



Division of Higher Education Non-Classified Central Pool Justification Form

Additional Information:

The requested positions are for expanding workforce programs at UACCB which require 12-month faculty.

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications:

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Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Director:		Date:	