



Arkansas Department of Higher Education

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Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

September 17, 2018

The Honorable John Cooper, Co-Chair
The Honorable Les Eaves, Co-Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

Arkansas State University – Beebe (ASUB) requests the establishment of nine (9) non-classified positions from the Higher Education Central Pool authorized by Act 599 of 2017, 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 – 9 Month
LIM – FY19: \$68,309 - \$93,982
Estimated Salary – FY19: \$38,425 - \$81,350
Number of Positions: 9

Recommendation

Title: Faculty – 9 Month
LIM – FY19: \$68,309 - \$93,982
Estimated Salary – FY19: \$38,425 - \$81,350
Number of Positions: 9

The faculty positions are being requested to better align appropriated positions to the new faculty structure. These titles are currently used by other institutions.

Due to an extensive administrative and academic reorganization ASUB has experienced over the last couple of years, there is a need to move 9-month faculty currently in 12-month slots to the appropriate area. The additional 9-month faculty will assist the institution in aligning the advising needs of our students to the available advising resources. In addition, these positions will have the ability to serve as academic advisors.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham, Ph.D.
Director

Office of Finance & Administration



**ARKANSAS STATE
UNIVERSITY**
BEEBE
BEEBE • HEBER SPRINGS • LRAFB • SEARCY

To: Dr. Maria Markham, Director ADHE
From: Roger Moore, VC for Finance & Administration/CFO
Date: September 7, 2018
RE: Request for additional 9-month faculty positions

Dr. Markham,

As you are aware, over the last couple years ASU-Beebe has gone through a fairly extensive administrative and academic reorganization. As a result of these changes, we have several nine-month faculty now in twelve-month slots. In an effort to better align appropriated positions to the new faculty structure, ASU-Beebe would like to request an additional nine (9) nine-month faculty positions from the non-classified central pool.

The current literature suggests that the quality and frequency of academic advising positively correlates to increased student retention and completion rates. The increase in the number of nine-month faculty positions will assist the institution in aligning the advising needs of our students to the available advising resources. The additional nine-month faculty will have the ability to serve as academic advisors. By fully utilizing a professional advisor/faculty advising model, we are better able to serve students and positively impact student retention while keeping resource costs as low as possible.

Please let me know if you have any questions or need additional information.

Thank you,

Roger L Moore
Vice Chancellor for Finance & Administration/CFO

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Non-Classified Central Pool Justification Form



Institution:	Arkansas State University-Beebe	Date:	9-7-2018
Requested Authorized Title:	Nine-Month Faculty	LIM:	97,396.00
Working Title:	Nine-Month Faculty	Estimated Salary Range:	38,425.00 - 81,350.00

Board Approval Date	
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Justification

As a result of our academic re-organization we have transitioned several formally 12 month positions to 9- month positions. This has left us with leaving 9- month faculty in 12 month slots due to the shortage of 9- month faculty positions. The requested change will assist in the alignment and more of an efficient model of delivery for educational services. Our 9- month faculty serve as academic advisors and by fully utilizing a professional advisor/faculty model, we will be better equipped to served students and make a positive impact on student retention while keeping costs as low as possible.

Educational Requirements

What are the educational requirements to perform this job? Master's degree plus 18 graduate hours in the field of study.

What are the unique skills needed to perform this job? Experience in teaching, advising, and work in higher education preferred.

Is certification required? See above requirements.

Duties

Preparation of class room materials and 15 credit hours for full-time 9- month faculty
 Hold a minimum of 10 hours/week office hours/advising & tutoring
 Serve on committees and taskforces, actively participate in community service

Non-Classified Central Pool Justification Form



Additional Information

Example: Will this be a new hire? No. See Justification, this is an realignment of positions, not new hire.

Example: Is this job currently being done? Yes, see again Justification on page 1. These positions are currently in 12 month slots and need to be moved to 9 months. If so please explain.

Example: Who will this position report to? Academic Deans/Provost

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	