



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

October 15, 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:

Arkansas State University-Jonesboro (ASUJ) – Arkansas Biosciences Institute (ABI) requests the establishment of five (5) 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: Research Graduate Assistant
LIM – FY22: \$47,658
Salary – FY22: \$20,273
Institution Match Rate % – FY22: 3%
Institution Match \$ - FY22: \$608
Total Compensation FY22: \$20,881
Number of Positions: 5

Recommendation

Title: Research Graduate Assistant
LIM – FY22: \$47,658
Salary – FY22: \$20,273
Institution Match Rate % – FY22: 3%
Institution Match \$ - FY22: \$608
Total Compensation FY22: \$20,881
Number of Positions: 5

The positions are requested to maintain research due to ASUJ-ABI's growth and there are currently no vacancies. This title is currently used at this entity.

The Research Graduate Assistant positions will promote student's successful completion of an academic program while providing experience working in an academic environment. These positions will support the University's teaching, research and service missions for the benefit of students in areas closely related to their chosen field of study.

Sincerely,

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

Maria Markham, Ph. D.
Director



OFFICE OF HUMAN RESOURCES
P.O. Box 1500, State University, AR 72467 | a: 870-972-3454 | f: 870-972-3337

10/13/2021

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

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University-Jonesboro requests five (5) Research Graduate Assistant positions from the Central Pool. Consistent with the current Arkansas Biosciences Appropriation Act, the following titles and line item maximum are requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Research Graduate Assistant	5	\$47,658

Justification

Graduate Assistant

Arkansas State University-Jonesboro has filled all appropriated research graduate assistant lines for Arkansas Biosciences Institute to maintain research at Arkansas Biosciences Institute the University needs to add five Research Graduate Assistants. These positions are requests for current fiscal year and forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lori A. Winn".

Lori A. Winn
Assistant Vice Chancellor for Human Resources



Division of Higher Education Non-Classified Central Pool Justification Form

Institution:	Arkansas State University-Jonesboro	Date:	9/27/2021
Requested Authorized Title:	Graduate Assistant	LIM:	\$47,658
Working Title:	Graduate Assistant	Estimated Salary Range:	\$20,273
Institution Match Rate %:	3%	Institution Match \$:	608.20
Total Compensation:	\$20,881.20	Number of Positions:	5

Board Approval Date:	
-----------------------------	--

Justification:

Arkansas State University-Jonesboro has all appropriated Graduate Assistant lines filled and to maintain research at Arkansas Biosciences Institute's growth we need to add five Graduate Assistants. These positions are requests for current fiscal year and forward.

Educational Requirements:

Graduate Students must have a cumulative GPA of 3.0 on graduate work in order to be eligible for a Graduate Assistant position.

Master and Specialist GAs must complete a minimum of six hours of graduate credit during a regular semester. Their total credit hours (graduate and undergraduate) cannot exceed 12. Three graduate credit hours are required in the combined summer terms in order to hold a GA position in any summer term. Total summer credit hours may not exceed seven per summer term.

Doctoral GAs are required to take a minimum of nine credit hours during the regular semester and three credit hours during each summer term an assistantship is held. ASU's system currently does not update to reflect the full-time status of GAs who meet these registration requirements. Please contact Human Resources if validation of full-time status is needed.



Division of Higher Education Non-Classified Central Pool Justification Form

Duties:

The Chair of the department or Director of the unit in which the assistantship is held will assign the duties and responsibilities. The primary purpose of a graduate assistantship is to promote the student's successful completion of an academic program while giving them experience working in an academic environment.

Graduate assistantships support the University's teaching, research and service missions for the benefit of students in areas closely related to their chosen field of study.

Additional Information:

The position will report to the Chair of the department and/of the Director.

Decision (for official use only)

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

Justifications:

Signatures (for official use only)

Institutional Finance:		Date:	10-13-2021
ADHE Director:		Date:	