



## Arkansas Department of Higher Education

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

Asa Hutchinson  
Governor

Dr. Brett Powell  
Director

July 20, 2016

The Honorable Uvalde Lindsey, Chair  
The Honorable Lanny Fite, Chair  
Personnel Committee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Lindsey and Representative Fite:

Arkansas State University-Jonesboro (ASUJ) requests the establishment of twenty (20) non-classified positions from the Higher Education Central Pool authorized by Section 38 of Act 236 of 2016. 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:** Part-Time Faculty  
**LIM – FY17:** \$43,473  
**Number of Positions:** 15

**Recommendation**

**Title:** Part-Time Faculty  
**LIM – FY17:** \$42,873  
**Number of Positions:** 15

**Requested**

**Title:** Graduate Assistant  
**LIM – FY17:** \$27,262  
**Number of Positions:** 5

**Recommendation**

**Title:** Graduate Assistant  
**LIM – FY17:** \$26,886  
**Number of Positions:** 5

The additional Part-Time Faculty positions are requested due to academic growth and the limited number of hours that an adjunct may work. The Graduate Assistant are requested to assist with new Ph.D. programs including the Doctorate of Occupational Therapy. These titles are currently used at other institutions.

The Part-Time Faculty duties may include teaching, research, service and associated activities. Duties for the Graduate Assistant will range from research, assisting with teaching, technical and some administrative-type tasks.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Brett A. Powell".

Dr. Brett Powell  
Director



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

June 13, 2016

Dr. Brett Powell  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201

Dear Dr. Powell:

In accordance with Act 1065 of 2011, Arkansas State University-Jonesboro requests fifteen (15) Part-Time Faculty positions and five (5) Graduate Assistants from the central pool. Consistent with the current ASU-Jonesboro appropriation act, the following title and line item maximum is requested:

Title	Number	Line Item Maximum
Part-time Faculty	15	\$43,473
Graduate Assistant	5	\$27,262

**Justification**

Part-time Faculty – The University requests 15 additional part-time faculty due to academic growth and the limited number of hours that an adjunct may work.

Graduate Assistant – The University requests 5 additional graduate assistants to assist with new Ph.D. programs including the Doctorate of Occupational Therapy. These positions will report to the respective departmental chair.

These positions are requested for the fiscal year 2017 and forward. Thank you for your consideration of this request.

Sincerely,

Lori A. Winn  
Assistant Vice Chancellor for Human Resources

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>Arkansas State University-Jonesboro</b>	<b>Date:</b>	<b>07/11/2016</b>
<b>Requested Authorized Title:</b>	Part-time Faculty (15)	<b>LIM:</b>	43,473
<b>Working Title:</b>	Adjunct Faculty	<b>Estimated Salary Range:</b>	42,873

<b>Board Approval Date</b>	
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## Justification

Fifteen (15) additional part-time faculty, which are needed due to academic growth and the limited number of hours that adjunct faculty can work.

## Educational Requirements

The following credentials are required to teach at each level:

1. General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
2. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
3. Associate Level: Faculty must have baccalaureate degree or appropriate industrial-related licensure or certification.
4. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field. Typically, at least 50 percent of the faculty members in each bachelor's degree program must hold the appropriate terminal degree. For career and technical education areas, faculty may hold the master's degree in vocational education with the bachelor's degree in the field of study or the master's degree in vocational education with the appropriate industry-related certification and licensure. A limited number of faculty may hold the bachelor's degree in the teaching field.

## Duties

Workload may include teaching, research, service and associated activities.

## Additional Information

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# 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:	

# Non-Classified Central Pool Justification Form



<b>Institution:</b>	<b>Arkansas State University-Jonesboro</b>	<b>Date:</b>	<b>07/11/2016</b>
<b>Requested Authorized Title:</b>	Graduate Assistant (5)	<b>LIM:</b>	27,262
<b>Working Title:</b>	Graduate Assistant	<b>Estimated Salary Range:</b>	10,392

<b>Board Approval Date</b>	
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**Justification**  
Five (5) Graduate Assistants to assist with the new Ph.D. programs, including the Doctorate of Occupational Therapy.

**Educational Requirements**  
Must be in a graduate level program.  
Must meet graduate level enrollment requirements per term – Six (6) fall and spring for master level; Nine (9) for doctoral level; Summer Term – Three (3) for master level and six (6) for doctoral level.  
Must have 3.0 GPA or higher.

**Duties**  
Duties range from research, assisting with teaching, technical and some administrative-type duties.

**Additional Information**  
The position(s) will report directly to the departmental chair.

**Decision (for official use only)**

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

# Non-Classified Central Pool Justification Form



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

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