

**ANNUAL REQUEST TO BOARD OF TRUSTEES FOR AUTHORITY TO EXCEED MAXIMUM
LEGISLATED SALARY LEVEL FOR EXCEPTIONALLY WELL-QUALIFIED
ACADEMIC AND NON-ACADEMIC PERSONNEL***

University of Arkansas, Fayetteville

Arkansas Code Annotated, section 6-63-309, allows higher education institutions to exceed maximum legislated salary levels for designated academic positions by no more than 25% for no more than 10% of those positions. Section 6-62-103, Attraction of exceptionally qualified academic personnel, treats related requests. As amended in 2001, Section 6-63-309 also allows higher education institutions to exceed maximum salary levels by no more than 25% for no more than 6% of non-academic, non-classified personnel, provided that amounts paid in excess of the maximum salary levels for the personnel shall not exceed 2.6% of the aggregate appropriated for the personnel costs during the preceding fiscal year for the institution. Requests for Board of Trustees approval should be submitted by those schools, colleges, and the library who plan to exceed the line item maximum salary level (LIM) for any employee budgeted in their unit. Requests must be submitted to the Office of the Provost each year in mid- to late spring, consistent with the deadline for agenda items for the meeting at which the Board of Trustees reviews the UA budget. They must be submitted on the attached form, consistent with the following instructions. Requests must be accompanied by a completed initial request and justification form (form attached) and a resume for each individual who is on the list for the first time. For answers to questions regarding the form or process, consult the Office of the Provost, ADMN 422, 575-2151.

Instructions for Completing the Request and Justification Forms

For individual previously approved, enter the name of the submitting unit, the date of submission, and the items of information specified for each person. Two lines are required for each individual, one for information items for the forthcoming year, and a second to report data from the current year. Information items are defined or explained below.

For each person:

- Year** Enter dates for forthcoming year in the first line and dates for the current year in the second line.
- Appt. Period** Enter 9-month, 12-month, or other* (*explain), to indicate period of appointment in each line.
- Salary** Enter the salary in dollars for the forthcoming year (first line) and that for the current year (second line).
- LIM** Enter the LIM for the forthcoming year (first line) and that for the current year (second line).
- % above LIM** In each line, enter the % (percent) the salary is above the LIM.(Calculate by dividing the salary by the LIM amount and expressing the amount over 1.0 as a percent, i.e., 1.25=25 percent).
- Amt Priv Fd** In each line, enter the amount of salary over the LIM that will be/was paid from private funds or a 0, if none.

Example

Name, Title, Department	Year	Appt. Period	Salary	LIM	% above LIM	Amt Private Fd
John Smith, Dist Professor	3000-01	9-month	112,000	100,000	12%	0
John Smith, Professor	2999-00	9-month	88,000	80,000	10%	0
Mary Jones, Dean	3000-01	12-month	140,000	120,000	16.7%	10,000
Mary Jones, Dept Chair	2999-00	12-month	95,100	90,000	5.55%	5,100

*Academic Personnel are the president, chancellor, academic dean, division head or chair, department chair, distinguished professor, university professor, professor, associate professor, assistant professor, instructor, extension specialists I, II, III, and IV, and county extension agent-chairman I and II. Non-academic personnel are non-academic, non-classified personnel.

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Request Form

Enter the name of the submitting unit, the date of submission, and the items of information specified for each person. Two lines are required for each person, one for information items for the forthcoming year, and a second to report data from the current year. See Completing the Request Form on preceding page and also Fayetteville Policies and Procedures, 411.0

School, College, Library:

Date of Submission:

Name, Title, Department	Year	Appt. Period	Salary	LIM	% above LIM	Amt Private Fd
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8/20/01

**INITIAL REQUEST AND JUSTIFICATION FOR AUTHORIZATION
TO EXCEED AUTHORIZED MAXIMUM**

University of Arkansas, Fayetteville

School, College, or Library and Department _____ Effective Date _____

Name _____ Title _____

Maximum Authorized Salary _____ Requested Salary _____

State below the evidence of Exceptional Qualifications to justify the proposed salary (Use additional pages if necessary):

Chancellor

President