

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

Instructions for Completing the Request and Justification Forms

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:

- Name, Title, Department** Enter name of individual along with legislated title and department.
- 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, Physics	3000-01	9-month	112,000	100,000	12%	0
John Smith, Professor, Physics	2999-00	9-month	88,000	80,000	10%	0
Mary Jones, Dean, Fulbright College of Arts and Sciences	3000-01	12-month	140,000	120,000	16.7%	10,000
Mary Jones, Dept Chair, Physics	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.

11/11/11