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

<table>
<thead>
<tr>
<th>Name, Title, Department</th>
<th>Year</th>
<th>Appt. Period</th>
<th>Salary</th>
<th>LIM</th>
<th>% above LIM</th>
<th>Amt Priv Fd</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith, Dist Professor, Physics</td>
<td>3000-01</td>
<td>9-month</td>
<td>112,000</td>
<td>100,000</td>
<td>12%</td>
<td>0</td>
</tr>
<tr>
<td>John Smith, Professor, Physics</td>
<td>2999-00</td>
<td>9-month</td>
<td>88,000</td>
<td>80,000</td>
<td>10%</td>
<td>0</td>
</tr>
<tr>
<td>Mary Jones, Dean, Fulbright College of Arts and Sciences, Physics</td>
<td>3000-01</td>
<td>12-month</td>
<td>140,000</td>
<td>120,000</td>
<td>16.7%</td>
<td>10,000</td>
</tr>
<tr>
<td>Mary Jones, Dept Chair, Physics</td>
<td>2999-00</td>
<td>12-month</td>
<td>95,100</td>
<td>90,000</td>
<td>5.55%</td>
<td>5,100</td>
</tr>
</tbody>
</table>

*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