

## 2023-24 Provisional Position Continuation Instructions

To continue provisional position(s) into the 2023-24 fiscal year, review the provisional position continuation form for your institution /entity on the ADHE website - [Provisional Positions](#). Please note changes as follows:

**Date of Board Approval:** Enter the date the Board of Trustees approved the request for the continuation of the provisional positions. The space is highlighted in **green**.

**Discontinued Positions:** Strike through positions that will be discontinued for fiscal year 2023-24.

**Changes to the Number of Positions:** If there are changes to the number of positions approved for 2022-23, strike through the number of positions on the line for position(s) and highlight it in **yellow**. In the “Changes 2023-24” column (Column J), enter the new number of positions. **NOTE: If you are increasing the number of positions, a new request will need to be submitted for the number of additional positions ONLY. (i.e., 2 positions on continuation, but there is now a total of 4. You will submit a new request for the difference which is 2.)**

**Source of Funding:** If there are changes, strike through the source of funding which was the funding source for 2022-23 and highlight it in **yellow**. In the “Changes 2023-24” column (Column J), enter the new funding source for fiscal year 2023-24. **NOTE: Be sure to specify the type of funds (Federal, Grants, Gifts, Collections, and/or University Funds) & Percentage %. Examples are as follows:**

- **100% Federal - U.S. Department of Education (USDE)**
- **100% Grant - Arkansas Department of Children and Family Services**
- **100% Gift - Research Incentive Funding**
- **18% University Funds - Education and General (E&G)/82% Collections - KLRE/KUAR**
- 

**Position Assignment:** If there are changes, strike through the program assignment to which the position(s) was assigned for 2022-23 and highlight it in **yellow**. In the “Changes 2023-24” column (Column J), enter the new assignment for fiscal year 2023-24.

**Total Funding:** Enter the total dollar amount of funding awarded from the grantor(s) for fiscal year 2023-24.

**Position Funding Dates:** Enter the beginning and ending dates for position funding within the fiscal year 2023-24.

All Classified Titles Will Moved to Non-classified Effective 7/1/23: All positions that were classified for 2022-23 which will be non-classified for 2023-24. NOTE: The LIM (Line-Item Maximum) salaries for these positions will coincide with the maximum salary for the grade assigned to the class code for 2022-23. **For example, C056C/Administrative Specialist III was a Grade C112 for 2022-23. The maximum salary for Grade C112 is \$54,169. Therefore, \$54,169 will be the LIM for the non-classified title of Administrative Specialist III for 2023-24.**

Inst Personnel Representative/ Date and President/ Chancellor/Date: Enter the first name and last name of the Institution Personnel Representative, President/Chancellor and the date on the last page of the form only in the spaces provided. They are highlighted in **green**.

**Note: ADHE has increased all LIM (Line-Item Maximum) salaries by 7.0% for 2023-24. Please do not rearrange the item numbers or positions. If the position title changes, a new request will need to be submitted for the new title in Excel format.**

**If the number of positions increases for a particular title, a new request in Excel format will need to be submitted for the additional positions ONLY. (i.e., 2 positions on continuation, but there is now a total of 4. You will submit a new request for the difference, which is 2 positions).**

**If funding may not continue for 2023-24, do not include the position as a continuation.**

**New provisional position requests for 2023-24 should be emailed in Excel format to Chandra Robinson at [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) on the attached form for FY24 only. Please do not change the font or format of the request form.**

The continuation form must be submitted no later than **Monday, May 22, 2023**, electronically via e-mail in Excel format. Please email your information to Chandra Robinson at [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu).

**All provisional position continuation information as well as new requests should be emailed to Chandra Robinson at [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) in Excel format. Please feel free to contact me at 501-371-2024 if you have any additional questions.**