

2024-25 Provisional Position Continuation Instructions

To continue provisional positions into the 2024-25 fiscal year, please 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 provisional positions. The space is highlighted in green .
Discontinued Positions:	Strikethrough positions that will be discontinued for fiscal year 2024-25.
Changes to the Number of Positions:	If there are changes to the number of positions approved for 2023-24, strikethrough the number of positions on the line for the position(s) and highlight it in yellow . In the “Changes 2024-25” column (Column I & J – columns are merged), 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., Two (2) positions on continuation, but there is now a total of four (4). You will submit a new request for the difference which is two (2) positions).
Source of Funding:	If there are changes, strikethrough the source of funding in Column E which was the funding source for 2023-24 and highlight it in yellow . In the “Changes 2023-24” column (Column I & J – columns are merged), enter the new funding source for fiscal year 2024-25. NOTE: Be sure to specify the type of funds (Federal, Grants, Gifts, Collections, and/or University/College Funds) & Percentage %. Examples are as follows: <ul style="list-style-type: none">• 100% Federal - U.S. Department of Education (ED)• 100% Grant - Arkansas Department of Children and Family Services (DCFS)• 100% Gift - Research Incentive Funding (RIF)• 18% University Funds - Education and General (E&G)/82% Collections - KLRE/KUAR
Position Assignment:	If there are changes, strikethrough the program assignment to which the position(s) was assigned for 2023-24 in Column F and highlight it in yellow . In the “Changes 2043-25” column (Column I & J – columns are merged), enter the new assignment for fiscal year 2024-25.
Total Funding:	Enter the total dollar amount of funding awarded from the grantor(s) for fiscal year 2024-25. If there is more than one (1) source of funding, please provide the dollar amount for each source. On the continuations, you may enter a total (\$) amount.

However, on new requests if there are multiple sources of funding, you will provide the total for each source of funding. For example, 18% University Funds - Education and General (E&G)/82% Collections - KLRE/KUAR will have \$124,125 from University Funds and \$175,589 from Collections.

Position Funding Dates: Enter the beginning and ending dates for position funding within the fiscal year 2024-25.

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 2024-25. 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., Two (2) positions on continuation, but there is now a total of four (4). You will submit a new request for the difference, which is two (2) positions).

If funding may not continue for 2024-25, do not include the position as a continuation.

New provisional position requests for 2024-25 should be emailed in Excel format to Chandra Robinson at Chandra.Robinson@adhe.edu on the attached form for FY25 only. Please do not change the font or format of the request form.

The continuation form must be submitted no later than **Monday - June 3, 2024**, electronically via e-mail in Excel format. Please email your information to Chandra Robinson at 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 in Excel format. Please feel free to contact me at 501-371-2024 if you have any additional questions.