

## 2026-27 Provisional Position Continuation Instructions

To continue provisional positions into the 2026–27 fiscal year, please review the Provisional Position Continuation Form for your institution/entity available on the ADHE website under [Provisional Positions](#).

Please note the following updates and instructions:

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### Date of Board Approval

Enter the date the Board of Trustees approved the continuation of provisional positions. This field is highlighted in **green**.

Note: This date must also be used on all new provisional position requests for FY 2026–27.

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### Discontinued Positions

Strikethrough any positions that will be discontinued for FY 2026–27. Highlight the following fields in **yellow**:

- Column B: Title
- Column C: Number of Positions Approved for 2025–26
- Column D: Maximum Annual Salary for 2025–26
- Column E:
  - Percentage (%) for each funding source
  - Type of funds (Federal, Grants, Gifts, Collections, and/or University/College Funds)
  - Name of each funding source for 2025–26
- Column F: Position Assignment for 2025–26
- Column G: Total Funding for 2025–26 (*leave blank*)
- Column H: Position Funding Dates for 2025–26 (*leave blank*)

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### Changes to the Number of Positions

If there are changes to the number of positions for FY 2026–27:

- Strikethrough the current number in Column C and highlight in yellow
- Enter the updated number in the “Changes 2026–27” column (Columns I & J – merged)

Note:

If the number of positions increases, a new provisional position request must be submitted for the additional positions only.

Example: If two (2) positions are continued but increased to four (4), submit a new request for two (2) additional positions.

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### **Changes to the Source of Funding**

If funding sources change:

- Strikethrough the 2025–26 funding source in Column E and highlight in **yellow**
- Enter the updated funding details in the “Changes 2026–27” column

Be sure to include:

- Percentage (%) for each funding source
- Type of funds (Federal, Grants, Gifts, Collections, University/College Funds)

Examples:

- 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 (E&G)/82% Collections (KLRE/KUAR)

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### **Changes to the Position Assignment**

If the assignment changes:

- Strikethrough the 2025–26 assignment in Column F and highlight in **yellow**
- Enter the updated assignment in the “Changes 2026–27” column

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### **Total Funding**

- Enter the total funding amount awarded for FY 2026–27.

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### **Position Funding Dates**

Enter the start and end dates for position funding within FY 2026–27.

Note:

All dates must fall between 7/01/26 – 6/30/27.

No end dates may extend beyond 6/30/27.

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## Institutional Approval

At the bottom (or last page) of the form, enter:

- Institution Personnel Representative (First and Last Name)
- President/Chancellor (First and Last Name)
- Date

(Fields are highlighted in **green**.)

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## Important Notes

- ADHE will increase all LIM (Line-Item Maximum) salaries by **3.2%** for FY 2026–27
- Salary increases will occur upon ADHE approval due to the delayed Fiscal Session
- Do **not** rearrange item numbers or positions on the form
- If a position title changes, a **new request** must be submitted in Excel format
- If the number of positions increases, submit a new request for the **additional positions only**
- If funding will not continue, **do not include** the position as a continuation

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## Submission Instructions

- Submit all continuation forms **electronically in Excel format**
- Do **not** modify font, format, or header dates

 **Deadline:** Monday, June 1, 2026

 **Email:** [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu)

 **Phone:** 501-371-2024