

Hiring

Everything you need to know about the hiring process

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FOAPs

A full explanation of the university FOAP structure can be found on the web by click [A-Z](#), [Policies & Procedures Manual](#), [Finance-05-01 Chart of Accounts](#).

BG&F

Each college is encouraged to make a request for small renovations to the BG&F fund which allocates \$30,000 annually. David Handwork in Facilities Management is the contact for the annual deadlines.

IDC or F&A

Colleges can acquire funds through grants as indirect costs on salaries and fringes. The calculation is done quarterly from Research & Tech Transfer.

Positions

Salary prefixes are as follows:

A positions are considered administrative positions.

E positions are part-time adjunct positions.

EA positions are part-time adjunct AOS positions.

F positions are considered faculty positions.

X positions are considered part-time student/staff positions.

WS positions are considered work study positions.

G positions are considered graduate student positions.

Z positions are being used for graduate student positions on grants.

P positions are considered provisional positions. Provisional positions for grants have to have state approval before advertising or posting. P positions require a grant source for processing. P positions cannot be 100% E&G funded or carry forward funded.

Any position that starts with a 0, 1 or 2 is considered in a classified position and determined by the Arkansas Department of Higher Education classification system from a classification of C101-C128 and pay plan. All classified positions and titles as well as the pay plan can be found on the ADHE website under Institutions and Classification and Compensation.

Budgeting

Permanent hires are recorded in the budget book. If a line has \$0 funding in the budget book, this means AAR swept funds temporarily to a pool to cover temporary off-budget and AAR will move funds back once a permanent hire is made. They are budgeted as follows:

610100 9 month faculty

610300 12 month faculty

610500 Adjunct part-time fall/spring term (max 9 hrs-all ASU System)

611100 Administrative Non-classified

612400 Classified

613100 University supported research release

613200 University supported research summer

614100 Research – sponsored

614300 Other – sponsored research

615100 Part-time hourly staff (nonstudent)

615200 Part-time hourly student (undergraduate or graduate)

615400 Graduate Assistant - Administration

615410 Graduate Assistant - Teaching

615420 Graduate Assistant - Research

617100 A-State Online Development

617200 A-State Online Teaching

617300 A-State Online Administration

617500 A-State Adjunct part-time fall/spring term (max 9 hrs-all ASU System)

Deans will be budgeted at 75% 611100 (administration) and 25% 610300 (12-month faculty). Associate Deans and Chairs will be budgeted at 50% 611100 (administration) and 50% 610300 (12-month faculty). When Taleo offer letters are processed for new dean or chair assignments, the

appropriate allocation needs to be reflected on the offer letter.

Chair

When a 9 month faculty member is moved to a chair position, the Department Chair will be paid the 9 month faculty salary multiplied by 1.2777 plus a stipend of \$3,000 for 1-14 faculty, \$4,000 for 15-29 faculty and \$5,000 for 30+ faculty.

Salary Conversions

Faculty who convert from 12 mo to 9 mo position or a 9 mo to 12 mo position will use a salary conversion factor of 1.2777%. If they are going from a 9 mo to 12 mo position, their 9 month salary base is multiplied by 1.2777%. Conversely, if they are going from a 12 mo to a 9 mo position, their 12-month salary base is divide by 1.2777%.

Reassignment

The normal teaching load for pre-tenure faculty is 12 credit hours with the option for a 3 hour release for research for PRT. Non-tenure faculty teaching load is 15 credit hours. Reassignment is when a faculty member has been given a reduced teaching load to work on research and/or administration. The university is still paying 100% of the E&G salary, the salary proportions are just distributed differently than the original budget load requiring a FOAP change. A transfer is required to clean up the deficits from the new distribution to account code 613100 or 611100. If a permanently budgeted position is given reassignment time from what was originally budgeted in the budget book, the departmental secretary will need to do a transfer in Banner to move funds from one account code to the reassigned account code based on the percentage of reassigned time given. For example, if a 9 month faculty (610100) member is given a reassignment to a university supported research assignment (613100), a FOAP change needs to be sent stating the percentage of teaching and the percentage of research reassignment. A budget transfer will then need to be done to reflect the percentage of funds reallocated from account code 610100 to 613100.

Hiring Process

Hiring processes for each type of employment can be found on the Human Resources Knowledge base pages. Under Hiring Managers and then by clicking on the [link](#) for the type of employee for step-by-step processing instructions or material.

Hiring Freeze

A hiring freeze form (HFF) is needed for any full time or temporary full time hire position to be posted in Taleo. The HFF is used as a justification and pre-approval process before it is loaded into Taleo for posting or offer letter generation. The form has to be approved by the Chair-Dept Head/Dean-Director/Vice-Chancellor/HR/Chancellor. The form can be found under A-Z, Human Resources, Hiring Freeze Guidelines, Hiring Freeze Justification Form. Provisionals, Adjuncts, part-time, and GAs do not require a HFF only full time or temporary full time.

Taleo/EPAF

Any faculty/staff paid benefits and full time (even temporary full time) will need to have an offer letter done in Taleo after a search posting is done to generate a contract. AAR is required to keep a faculty file with official transcripts for all new faculty hires. If a faculty member is hired ABD in August at an Instructor non-tenured and hopes to have the doctorate by May, they can be moved when doctorate is completed to Assistant Professor pre-tenure. Two contracts will need to be signed.

Graduate Assistants, Adjuncts, part-time students/non-student, and work study who are continuing or returning are done on Electronic Personnel Action Forms (EPAFs) in Banner and all new hires are processed in Taleo for on-boarding paperwork processing.

Full time faculty overloads which require an extra compensation form are done either in EPAFs or ACF until they are all migrated to EPAFs.

Backfills are temporary one year assignments until a permanent hire is made.

Adjunct pay

\$2,000 Instructor level credentials (Masters)

\$2,100 Assistant Professor or Associate Professor level credentials (PhD)

\$2,200 Professor level credentials (PhD)

\$2,500 Emeriti Professor (retired)

\$1,500 AOS development

\$3,500 AOS teaching (with PhD only – otherwise above rates)

\$700 Per student AOS dissertation mentors

Adjuncts are temporary non-benefited off-budget positions for additional instruction not permanently budgeted. **Adjuncts are limited to a maximum of 9 credit hours (3 classes) across the ASU system campuses for fall term and spring term and no more than 9 credit hours (3 classes) total from 5-16 to 8-15 summer months.** Please verify with the adjunct if they are teaching anywhere else on campus or at any other ASU campus before committing to the hire. An adjunct cannot teach 3 classes and do other work such as developing or grant work in the same semester as it puts them over hours.

It is the department's responsibility to secure official transcripts of adjuncts working in the department and vet they have the correct credentials as outlined in the faculty handbook to be teaching a class. Transcripts need to be kept on file in the department in the event of an audit by the HLC accreditation body.

Funds

110000 E&G Operating Budgets

13XXXX Carry forward funds that **roll over to the next year.** Funds can be moved from a carry forward into an E&G account. However, **E&G funds cannot be transferred to a carry forward account.**

~~140001~~ Summer School – **this is no longer used** - AAR will request a budget from the department in the spring for summer salaries for planning purposes. AAR will transfer funds for all deficits in account code **610400** for summer teaching or **611500** for summer administration.

140002 Course Fees – Used to cover the expenses for consumables for some classes. Rather than having pages and pages of fees listed on student's accounts, the board approved the process to allocate fees based on 1% of tuition. Each college allocation is based on a preset percentage determined by a committee of Deans. 70% is allocated in July/August and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). **The college/department should place requisitions for expenditures or consumables for items for courses directly on this fund.** Course fees consist of consumable items a student would use in a class. For example, beakers or slides in Biology lab, needles or syringes in Nursing, paint or brushes in Art, sheet music for a music class. Something a student would have to go buy if we did not provide them for a class.

140003 Technology Fees – used to fund faculty computers or staff who come in direct contact with students. Anything for smart classrooms will need to contract ITS for special requests. Technology Fee allocations are based on the number of faculty and staff with direct contact with students within each unit. Priority is given to faculty first and then staff needs are met for those staff that have direct contact with students. **The college/department should place requisitions for expenditures directly on this fund.** Computer lab replacement is a separate allocation with funding around \$35,000 with special request to the Provost Office based strictly on the age of computers. 70% is allocated in July/August or when AAR gets the AAR portion from ITS and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). In spring, the computer lab replacement funds may be redirected to faculty computers if an enrollment shortfall causing a cut for the spring allocation exists.

~~140004~~ Off Budget – **this is no longer used** - AAR will request a budget from the department in the spring for off-budget salaries for planning purposes for the next fiscal year. AAR will transfer funds for part-time adjunct salaries with account code **610500** for budget deficits as well as salaries for any off-budget temporary full times funded by AAR. These are salaries not reported in the budget book.

140005 Academic Capital – 3 year rotation used for capital improvements for the department. Academic Capital is defined as items costing more than \$5,000 and having a lifespan

of at least 5 years. These are usually “big ticket” items like lab equipment. Complete renovations of classrooms and/or labs are permitted as the total cost exceeds \$5,000. **The college/department should place requisitions for expenditures directly on this fund.** All funds distributed or given 100% in July/August.

140006 Faculty Development – used for faculty development within a college. Allocated based on the number of faculty within a college each year. Funds will be transferred 100% to the college in July/August from AARs instructional support account.

140007 Infrastructure – used to fund special requests for departments and approved by the Provost and SGA for special projects which students can see, touch, hear or feel. This fee was established to assist in the enhancement of the **STUDENT** learning environment. This learning environment consists of, but is not limited to, classroom furnishings, student computer labs, teaching media, student software teaching tools, highly mediated classrooms, and technology enhancements just to name a few. Student Infrastructure should not be used to fund grant items for faculty as it is for student needs in classrooms. Since Infrastructure funds are awarded annually, requests should not include recurring maintenance contracts or costs beyond that year. If there are annual maintenance costs for a piece of equipment into years 2 or 3 or beyond, these costs should be covered by the department for multi-year maintenance contracts since funding is not guaranteed into multiple years. Student groups and committees are formed in order to determine the needs of each college or unit. The lists are compiled and then a representative from each group makes their presentation to the Vice Chancellor for Academic Affairs and Research and the President of the Student Government Association. The Student Infrastructure allocations are made based on an annual budget from the student fee. 70% is allocated in July/August and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). If you have residual funds remaining and all funded items have been procured, you can ask AAR to buy the next priority item on the list not funded. Any substitutions or additions will need to be reviewed by a student committee representing the college. Any ITS or Facilities projects will need to be arranged quickly to avoid end of year billing problems. **The college/department should place requisitions for expenditures directly on this fund.**

15XXXX Institutional Sponsored Research funds usually awarded by ORTT.

2XXXXX Grant funds. 28XXXX is a cost share and has to be covered with department funds.

Buyout

Buyout is a term used when E&G salaries are offloaded from instruction to research grants (any fund that starts with 2XXXXX) or other sources and results in E&G salary savings. The department gets to keep 80% of the buyout and the Office of the Provost keeps the other 20%. The 80% goes toward faculty replacement for teaching due to the buyout. Salary coverage of backfill for faculty member is first priority.