



## Budget Request Form FY2013

*Department should complete one form for each individual request*

**Department:** Department of Student Activities

**Program, Service, or Operation Requested**

Career Ladder advancements (SDSII to SDSII)

SSFAB Use Only	
YES	NO

**General Description:**

The Department of Student Activities is requesting an increase in funding to support two career ladder advancements. The individuals within these positions will be eligible for the proposed progression in the Summer of 2012 based on years of service, education, and responsibility.

**Request Type:**       Full       Increase       One-Time       Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

By providing career ladder promotions, the Department of Student Activities supports our goal of recruiting, retaining, and developing quality staff. These positions work with a high volume of students and advisors with very diverse needs. The responsibilities of these positions are consistent with those of a Student Development Specialist III as outlined within the Career Ladder guidelines.

***How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***

We examined our current budget to accommodate this increase, but we were not able to identify the recurring funding necessary for this request.

***Generally, what assessment tools will you use to evaluate this program/service?***

These positions will be assessed through the annual performance evaluation process that is mandated by the University.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Salary Increase (2)	\$7,276.00
Benefit Increase (2)	\$1,092.00
Increase in professional development allocation (2)	\$400.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$8,768.00</b>

*SSFAB Comments/Notes:*