



## Budget Request Form FY2013

*Department should complete one form for each individual request*

**Department:** Offices of the Dean of Student Life

**Program, Service, or Operation Requested**

Student Conflict Resolution Services  
Student Development Specialist II Position

SSFAB Use Only	
YES	NO

**General Description:**

The individual in this position will assist in the resolution of student conduct cases including meeting with students and assigning appropriate educational sanctions. Other duties include overseeing students who have been assigned community service hours, serving as an investigator for student organization behavior issues, and facilitating educational workshops.

**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.)?***

The number of students coming through the Student Conduct process for Student Rules violations has steadily increased over the past several years with our most current year topping off at nearly 1300 cases of student conduct violations being processed. Prior to filling this requested position (and funding it out of reserves for FY12), only two staff members were hearing these cases. Adding an additional full time staff member will provide for student conduct cases to be processed in a more timely fashion as well as providing greatly needed work/office time for staff. The latter will provide the staff with time to develop educational programs and complete office work without having to put in excessive numbers of additional hours each week.

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

This is not a service that would typically be funded through fundraising, collaborative efforts or the like. We are funding the position currently through reserves given that the need was great to have the position filled for the start of FY12 and are prepared to continue to do so for FY13 if needed.

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

A variety of data is collected on an annual basis with regard to the number and types of cases, including the types of students involved in the conduct cases (e.g., student organizations versus individual behavior).

**Funding Description:**

The amount requested is for the salary and benefits required for an entry-level position in Student Affairs at Texas A&M University.

Dollar Amount	
<b>Total Estimated Cost</b>	
Student Development Specialist II Position (includes benefits)	\$46,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$46,000.00</b>

*SSFAB Comments/Notes:*

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