



Budget Request Form FY2015

Department should complete one form for each individual request

Department: Multicultural Services

Program, Service, or Operation Requested

Career Ladder – SDS II to SDS III

SAFAB Use Only	
YES	NO

General Description:

Two staff members who are classified as SDS II will meet all the requirements to become SDS III per the Student Affairs career ladder guidelines.

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

Why is this important to your department? How does this increase impact students, and what motivated this request?

Retaining staff that are already knowledgeable about their respective positions allows for continuity among the organizations they advise as well as the programs they oversee. The cost of hiring and training a new employee far exceeds the cost of the career ladder adjustment.

Is it part of your strategic plan? What will be the impact if it is not funded?

While not specifically a part of the strategic plan, it is always a goal to effectively manage all department resources including personnel.

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

Because this request is staff related, there is not another source of funding that can be considered when pursuing the career ladder. Reserve funds are used to assist with programs as those costs vary or may be one time, but staff funding needs to be consistent and ongoing.

What sort of input did you receive (student, faculty, staff, other) to determine this need?

The Division of Student Affairs career ladder guidelines have been in existence since March 1995. Monitoring the employees' performance during the last two years through performance evaluations and using the guidelines set forth allowed us to reach the decision to pursue advancement through the career ladder.

What actions have you implemented internally to address the identified need?

The current budget has been maximized for existing staff salaries and funding for programs and services.

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

Annual performance evaluations and the Student Affairs career ladder worksheet

Funding Description:

Total Estimated Cost	
Two SDS III career ladder salary adjustments and benefits	\$6,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL UAF INCREASE REQUEST	\$0.00

SAFAB Comments/Notes: