



## Budget Request Form FY2016

*Department should complete one form for each individual request*

**Department:** Offices of the Dean of Student Life (ODSL)

SAFAB Use Only	
YES	NO

**Program, Service, or Operation Requested**

*Reclassification: Student Development Specialist II to SDS III*

**General Description:**

This request would allow the Offices of the Dean of Student Life to reclassify a current Student Development Specialist II in the Student Conduct Office to a Student Development Specialist III.

**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?***

The Student Conduct Office serves a wide range of students who may be a complainant or accused in cases of alleged conduct code violations. The behavioral issues addressed by this office often have significant negative impacts on the educational community at Texas A&M University. This increase will provide opportunities to retain a qualified, trained, and strong staff member with increased responsibilities to better serve the campus population.

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

This increase is aligned with the Offices of the Dean of Student Life strategic plan in multiple ways. Specifically, the retention of a strong staff member in the Student Conduct Office would significantly contribute to:

- Providing programs and services for students at any time during their university experience.
- Equipping students with knowledge and skills to make responsible decisions.
- Providing individualized assistance and support for students and families in times of need.
- Collaborating and consulting with faculty/staff to address student issues.
- Establishing and maintaining relationships with internal and external stakeholders.

Failure to have this additional funding may prevent the Offices of the Dean of Student Life from being able to provide a reclassification for this staff member which may have the result of reducing the likelihood of retaining this individual.

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

The Offices of the Dean of Student Life has limited reserve money that may be used for anything other than building a reserve account to meet the required amount for the 2 month operating expenses.

The funds for this initiative would need to be recurring and fundraising or sponsorships would not provide sufficient sustainable resources for a salaried position.

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

N/A

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

At this time, none.

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

Performance Appraisals.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
6% Salary Increase	\$2,385.90
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL UAF INCREASE REQUEST</b>	<b>\$2,385.90</b>

SAFAB Comments/Notes: