



## Budget Request Form FY2016

*Department should complete one form for each individual request*

**Department:** Student Counseling Service

**Program, Service, or Operation Requested**

*Career Ladders for six staff members (Carrillo, Culpepper, De La Garza, Keller, Mahan and Nelson)*

SAFAB Use Only	
YES	NO

**General Description:** *Clinical service providers at the Student Counseling Service participate in a Career Ladder depending upon their certification. The career ladder provides increases in salary based upon achievement and performance. Each of the six staff members listed above were hired with the expectation that a career ladder would be available to them in their careers at the Student Counseling Service. Four of these staff will receive a career ladder adjustment upon becoming licensed, a condition for continued employment in the position.*

**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?***

*Literally every counselor of the Student Counseling Service was hired with the expectation that a career ladder would be available to her/him when the time came. This career ladder ensures that the staff who have experience and skill stay in Aggieland and that the high quality of services provided to TAMU students is maintained. It also assures that direct service hours are devoted to students rather than devoted to the search and hiring of replacement employees.*

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

*Yes, maintaining a quality, diverse staff is part of our strategic plan. If this is not funded, I fear that experienced staff will leave for greener pastures, leaving our students and trainees without the wisdom that has accumulated in our senior staff.*

**How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.**  
*Because this request is for ongoing funding, I have not sought other sources of funding.*

**What sort of input did you receive (student, faculty, staff, other) to determine this need?**  
*Students have repeatedly reported high satisfaction with the services that they have received from experienced SCS staff.*

**What actions have you implemented internally to address the identified need?**  
*Other line items have been reduced or eliminated to fund what can be funded in this area.*

**Generally, what assessment tools will you use to evaluate this program/service?**  
*Staff will be assessed annually through the evaluation process as is required by current TAMU policy.*

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Career Ladders	\$32,525
Benefits	\$4,980
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL UAF INCREASE REQUEST</b>	<b>\$37,505.00</b>

*SAFAB Comments/Notes:*