



Budget Request Form FY2017

Department should complete one form for each individual request

Department: Student Counseling Service

Program, Service, or Operation Requested

Career ladder increases for four staff (Ingram, Pittsinger, Pompili & Smith)

SAFAB Use Only	
YES	NO

General Description: *Since the mid 1990's, the Student Counseling Service career ladder has helped to ensure that good clinical staff are retained, allowing them to advance professionally without moving into administration and thereby reducing clinical hours of service. Nearly all of the current staff of the SCS were hired under the auspices of, and with the expectation of participation in the career ladder. The career ladder is essentially a contract with current staff members, ensuring excellent, on-going care of our students.*

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?

Most SCS staff have been hired since the career ladder has been in place, ensuring experience and quality of care for TAMU students. Ongoing contacts with other professionals and faculty on campus, knowledge of TAMU traditions and customs, and the ability to resolve issues in a reasonably short time are all benefits of this program. Entry level salaries can also be lower initially due to the career ladder's impact upon salary at licensure and beyond. A career ladder also keeps the SCS competitive when recruiting new staff members. Without the career ladder, entry level salaries would need to significantly increase in order to recruit appropriate candidates for vacant counselor or psychologist positions.

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

Yes, it is. The career ladder plays an integral role in assuring that experienced, knowledgeable staff are available to deal with the variety of concerns that students bring to the SCS. If it is not funded, it could result in loss of experienced staff and direct service hours as more time would need to be devoted to recruiting, hiring, training, and supervising new staff.

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

Because the Career Ladder is a foundation for recruitment and hiring of ongoing staff, other types of funding have not been considered.

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

Many students request to be seen by a therapist who has more experience, expertise in a specific area or type of counseling, or one who is not a trainee and thus, does not require taping of sessions. Additionally, the requirements for obtaining a career ladder ensure that staff stay current in their clinical practice, state and federal laws, and particularly, case management. Board certification (which is one of the criteria for a career ladder promotion) of psychologists and counselors ensures a high standard of care for our students.

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

Literally, this program addresses the need of finding competent and professional staff to provide counseling to our students. There is nothing that has been done internally to address this need because the need is external. However, requirements to move from one career ladder level to another are clear and concise; standards are periodically revised to address changes in legal, ethical, and professional requirements.

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

Efficacy of the program will be assessed by retention of excellent staff as well as through satisfactory performance of job duties. The University's evaluation process will also play a role in determining success of the hire.

Funding Description:

			Dollar Amount
Total Estimated Cost			
Salary			\$22,369.00
Benefits			\$3,512.00
Less Estimated Partial/Matching Funds (if applicable)			
TOTAL UAF INCREASE REQUEST			\$25,881.00

SAFAB Comments/Notes: