



## Budget Request Form FY2017

*Department should complete one form for each individual request*

**Department:** Department of Student Activities / Office of Fraternity and Sorority Life

SAFAB Use Only	
YES	NO

**Program, Service, or Operation Requested**

Salary and Reclassification:

Student Development Specialist II to Student Development Specialist III

**General Description:**

The Office of Fraternity and Sorority Life currently serves a population of over 4,800 students. We are proposing two career ladder advancements which encourage retention by recognizing job performance, while also maintaining relationships and providing program continuity. The heightened attention to risk and crisis management prevention training program as dictated by this subpopulation has increased the responsibility of the Student Development Specialist II positions. The competency required to meet the aforementioned requirement would be a challenge for an entry-level position and requires a seasoned professional.

**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?***

It is imperative the Office of Fraternity and Sorority Life establish and maintain protocols and measures to focus more closely on student time to graduation as well as the attention to risks and crisis prevalent in the fraternity and sorority community. The current staff possesses the needed expertise to address these issues and each has either achieved or will soon meet the required service in the position and have taken on the duties that warrant these advancement reclassifications. The inability to maintain tenured staff would be detrimental to the department as well as make the institution vulnerable to high-risk behaviors and activities. The Office of Fraternity and Sorority Life, from a strategic and collaborative philosophy, believes in providing consistent and accurate training and development to a growing student population. It is imperative for the Office to manage risk and encourage close ties to the university. These positions are pivotal to encouraging students to achieve academic success and self-exploration as well maintaining the well-being of their chapters and encapsulate the values of the fraternal experience.

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

Yes, this is part of our strategic plan. If not funded, we will not be able to reward and motivate the existing staff and we risk the loss of these valuable assets to the department.

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

There are no other sources of funding available to the office at this time.

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

During the fall of 2011, the Office of the Vice President of Student Affairs contracted a special committee to review the operations and structure of the Fraternity and Sorority Life. The study was conducted by experts in various areas of fraternity and sorority life and entailed focus groups and interviews with Greek and non-Greek students, faculty, administration, and staff. The recommendations of the study denoted the need for sustained, consistent, and frequent training to key stakeholders as well as concentrated effort in academic record maintenance and reporting. These positions satisfy the needs identified by the study and the requests from key stakeholders.

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

All of the additional duties have already been absorbed by existing staff. The purpose for this request is to recognize and reward the staff in these positions by being able to fund these career ladder advancements consistent with the Division of Student Affairs procedure.

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

In addition to the university annual performance evaluations to assess the positions, we will use feedback from the annual chapter expectation assessment tool completed by each chapter. The assessment tool evaluates the knowledge of key student leaders as well as the TAMU overall fraternity and sorority experience. The results from chapter expectation would indicate the effectiveness of the risk and crisis prevention training as well as the leadership development program.

**Funding Description:**

			Dollar Amount
<b>Total Estimated Cost</b>			
Career Ladder Advancement SDS II to III (2)			
Salary Increase			\$7,981.00
Associated Benefits			\$1,197.00
Professional Development			\$400.00
<b>TOTAL UAF INCREASE REQUEST</b>			<b>\$9,578.00</b>

*SAFAB Comments/Notes:*