

## Budget Request Form FY 2010

*To be Completed by Department for Each Individual Request*

**Department: Disability Services**

SSFAB Use Only	
YES	NO

**Program, Service, or Operation Requested**

Promotion - Assistant Director to Associate Director

**General Description:**

DS would like to promote Dr. Kristie Orr from Assistant Director to Associate Director starting FY10. With the Director's increasing absence from the day-to-day operations of DS, Dr. Orr is assuming much more responsibility for the operations of the Department.

**Request Type:**

Full     Increase     One Time     Partial/Matching

**General Questions:**

*How does this request impact students and what motivated this request (needs, strategic planning, etc.)?*

Since Disability Services became a department in February 2006, Dr. Reber has assumed more responsibility as a Director in the Division of Student Affairs. The Director's time out of the office for meetings, Division or University committees and projects, and grant work has resulted in Dr. Orr's responsibility for daily operations and staff supervision. Dr. Orr has also assumed responsibility for major projects such as the Department's Comprehensive Program Review this year and she continues to supervise the 2 major program areas of DS: the Testing Administration Center and Adaptive Technology Services.

*Have other sources of funding (fundraising, sponsorship, membership dues, etc) been considered? Please explain:*

No other sources known for staff positions of this kind.

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

The employee is evaluated annually using the appraisal instrument provided by the Department of Human Resources at TAMU. Additionally, I will seek feedback from departmental staff regarding Dr. Orr's work performance.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	<b>\$6,350</b>
Promotion from Asst. Director to Assoc. Director (including benefits)	
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$6,350</b>

SSFAB Comments/Notes: