



Budget Request Form FY2012

Department should complete one form for each individual request

Department: Multicultural Services

Program, Service, or Operation Requested

Career Ladder – SDS III to SDS IV

SSFAB Use Only	
YES	NO

General Description:

An SDS III will meet all requirements to become an SDS IV per the Student Affairs career ladder guidelines.

Request Type: Full Increase One-Time Partial/Matching

General Questions:

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

Retaining staff who are already knowledgeable about the position which involves presenting diversity education to various organizations and classes, overseeing the CommUnity Conversation program and assisting with the Diversity Certificate, allows for continuity among these areas and for staff to continue supporting the efforts of the students.

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

Because this request is staff related, there is not another source of funding that can be considered when pursuing the career ladder.

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

Annual performance evaluations and Student Affairs career ladder worksheet.

Funding Description:

Total Estimated Cost	
SDS IV career ladder salary adjustment and benefits	\$6,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL SSFAB INCREASE REQUEST	\$6,000.00

SSFAB Comments/Notes: