



Student Affairs Fee  
Advisory Board  
DIVISION OF STUDENT AFFAIRS

### Funding Request Form FY2024

*Department should complete one form for each individual request*

**Department:**

Aggie Honor System Office

**Program, Service or Operation Requested:**

Funding for a Graduate Assistant

**General Description:**

*In Spring 2022 the AHSO went through the hiring process for a graduate assistant. The AHSO offered a position for a graduate assistant with tuition paid to make the position lucrative, as well as provide adequate pay for the job that would be done. The prospect took another position at a different University. While that money was earmarked, it was in our general account which fluctuates way more than funding for employees. The request for funding for a graduate assistant would solidify that money to be available for that position to be paid in full and on a continuing basis from cohort to cohort.*

**Request Type:**

Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

UAF       Other

**General Questions**

***How does this address an important need and/or positively impact students?***

This position within the Aggie Honor System Office will carry primary responsibility for executing the day-to-day programming of both responsive and proactive educational efforts for students in the office's attempts to promote academic integrity across campus. In coordination with and supported by other professional staff members of the office as part of larger educational initiatives, this individual will focus their efforts on researching, developing, and executing educational efforts to help community members promote academic integrity on-campus. Opportunities will also be provided for this individual to support students and faculty by providing case management support for allegations of academic misconduct moving through the office. This extra set of hands would support departmental assessment needs, engage in professional development opportunities within the Division and across campus, and would lead students on an out-of-state trip to a conference focused on ethics and integrity.

**What department/Division strategic plan item does this support?**

This position primarily speaks to Contributing to Student Success.

**Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.**

Our responsive education efforts have soared over the past few years. Where this program was once in-person and only offered 3 or 4 times a year in the past, it is now a program that is run monthly for students. During the 2020-2021 academic year, an average of 89 students attempted AIDP, monthly. Due to the large increase in numbers of individuals engaging this educational program, it is now offered through Canvas. A wealth of opportunities for a graduate assistant exists as this position would interact with our students found responsible for academic integrity violations and would walk them through this one-month long program geared at restorative justice and learning where the student is concerned.

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

This primary responsibility is currently being undertaken by the Director and Assistant Director. Under the management of the Assistant Director, the graduate assistant would help share some of the workload for this and other tasks.

**If funding is granted, what metrics will you use to evaluate success of this program/service/operation?**

The AHSO would continue to monitor the success of the Academic Integrity Development Program and also measure the success of the graduate assistant. The ultimate goal for them through their course work and experience with us would be to walk students through the academic integrity processes (autonomous and Honor Council).

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

Not at this time.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Graduate Assistant Funding	30,000
(This includes monies for 20 hours per week, tuition, and travel expenses/professional development)	
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	<b>30,000</b>