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Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2026

Department should complete one form for each individual request

Department:

Student Life

Program, Service or Operation Requested:

New Staff Position – Associate Director

General Description:

Create a new Associate Director position for Student Life. In fall 2021, the senior leadership team in Student Life went from four individuals to two individuals. This occurred when the previous Associate Vice President and Dean of Student Life position was elevated to serve exclusively in the Office of the Vice President for Student Affairs and no longer serving as the department director. That PIN and partial funding remained with the OVPSA after the Associate Vice President and Dean of Student Life retired in December 2022. (a portion of the salary remained with Student Life and was used to elevate one Associate Director PIN to Director). At that same time the Dean of Student Life position moved to 100% OVPSA, Student Conduct was moved out from Student Life as a stand-alone unit and an Associate Director position (PIN/salary) was absorbed in that move to lead the unit. During the last three years, Student Life has gained 8 new full-time positions including adding a new unit with Off Campus Student Services. In the last two years, the department director has had an increase in responsibilities associated with the Critical Incident Response Team and concerning student behavior which requires more external meetings and task forces.

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?

With an increasing student body, there has been an increase in cases concerning student behavior as well as critical incidents involving students which the director of Student Life oversees and coordinates additional meetings for student support. By redistributing some of the director's administrative load with supervision and day to day operations of the department, student cases and critical incidents can be managed more efficiently, and students, faculty and staff can receive the support and resources they need to manage these cases.

Collectively, the entire department reports to the senior leadership team which is currently made up of two staff members – the Director and Senior Associate Director.

What department/Division strategic plan item does this support?

The Division of Student Affairs has a strategic priority to leverage resources including human resources. Investing in an additional leadership position for the department would allow for staff who provide direct support to students to receive

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

Currently, Student Life has 41 FTEs (includes 6 FTEs that are embedded from finance, human resources and marketing) as well as 5 graduate assistants and more than 80 student employees. The department has one director, one senior associate director, one associate director for Student Media and 5 assistant directors.

Student Activities currently has 46 FTEs (includes 15 FTEs that are embedded from finance, human resources and marketing). The department has one director and three associate directors.

Recreational Sports has 43 FTEs (includes 11 FTEs that are embedded from finance, human resources and marketing). The department has one executive director, one senior associate director and four associate directors.

The Memorial Student Center has 27 FTEs (includes 10 embedded from finance, human resources and marketing). The department has one director, one senior associate director and two associate directors.

The Career Center has 47 FTEs (includes 1 embedded from marketing). The department has one executive director, three directors and five associate directors.

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

The current senior leadership team of two positions has been in place for three years. The workload was generally manageable for the first year and a half, but upon the retirement of the Dean of Student Life, some of the duties for that position were moved down to the Director of Student Life. These duties appropriately align with the director position: chairing the Student Behavior Issues Committee (SBIC), supporting faculty/staff with concerning student behavior, and providing support to the Assistant Vice President for Student Affairs on Special Situation Teams (SST) related items. What became evident in the last 18 months is

how unrealistic it is to manage and lead a department of this size and complexity with only two senior leaders. The work gets done but there is little wiggle room for the unforeseen like a vacant assistant director position, remodeling or structural changes to a unit based on evolving campus climate, etc.

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

Staff positions are evaluated through the annual performance review process conducted each spring semester.

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

Alternative funding such as fundraising are not considered for full time positions.

Total Estimated Cost

Funding Description	Amount
Associate Director	\$87,000
Benefits	\$28,710
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$115,710