Funding Request Form FY2022

Department should complete one form for each individual request

Department:
Disability Resources

Program, Service or Operation Requested:
Promotion of Leslie Casarez from Student Development Specialist II to Student Development Specialist III

General Description:
Leslie Casarez has served as a Student Development Specialist II for 3 years and DR would like to promote her to a Student Development Specialist III with an increase in salary of $5500 with the required benefits cost included in the request as well as additional funds for a potential six month hiring adjustment.

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?
Leslie has been an Access Coordinator (Student Development Specialist II) since joining Texas A&M in September 2016. She has now earned the required points to be eligible for promotion on the Career Ladder to an SDS III. Leslie has taken on a number of additional responsibilities, while also managing one of the largest student caseloads in the department. Her educational and vocational background in social work and experience working with students with mental health disabilities has contributed to improving how we provide resources and support to our students.

Promoting staff benefits both the students and Texas A&M by keeping knowledgeable, well-trained staff in our department. The Access Coordinators are our front line compliance personnel and provide the required assistance to students with disabilities to have access to their education. Losing staff to other universities (as we did last year) because of a lack of upward mobility means that we have to re-train new staff and puts the university at risk for being out of compliance. Training new staff takes time away from working directly with students.

What department/Division strategic plan item does this support?
This request supports the Division Strategic Goal 4: Support Student Wellbeing (f. Meet or exceed local, state, and federal mandates that support the student experience) and
Goal 6: Invest in Division staff and enhance the Division's influence in the profession.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.
During all previous three years of employment Leslie has earned an "Exceeded Expectations" performance review. She has continued to take on additional tasks and responsibilities across the department. She has led the coordinating the Math Placement exam accommodation process for the past 2 years. She has helped develop additional training materials for other staff to use when presenting to academic partners. Over the past 8 months Leslie has stepped in to assist with the Spectrum Living Learning Community and associated HullabalooU course. Her knowledge and experience makes her a favorable staff member in the department.

What actions have you implemented or discontinued internally to address the identified need?
Not Applicable

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

Not Applicable

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Not Applicable

Total Estimated Cost

Funding Description	Amount
Promotion of Leslie Casarez to Student Development Specialist III	$9100
Less Estimated Partial/Matching Funds (if Applicable)	
TOTAL INCREASE REQUESTED	$9100