



Budget Request Form FY2018

Department should complete one form for each individual request

Department: Offices of the Dean of Student Life

SAFAB Use Only	
YES	NO

Program, Service, or Operation Requested

Student Conduct Office – Student Development Specialist III

General Description:

This request is for the salary and benefits for a Student Development Specialist III position that would work in the Student Conduct Office. This position would have primary responsibilities of reviewing and hearing cases of alleged student misconduct and assisting with the leadership of the conduct office.

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

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

The Student Conduct Office provides an important function by holding students accountable to community standards of behavior. This accountability assists in reducing the incidence and impact of disruptive behavior at Texas A&M University. This position will assist in managing this responsibility. Furthermore, the specific impacts of addressing issues of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and/or related retaliation assist in creating an inclusive environment for all students. Maintaining the **high level of due process** the office provides to student accused of misconduct is extremely important but also time consuming. This position will assist in increasing case turn around and resiliency of individuals involved in the process.

What department/Division Strategic Plan item does this support?

What is the impact if not funded?

The work of the Student Conduct Office supports:

Division Goal 2: Contribute to student success, including retention/persistence, and timely graduation.

Division Goal 4: Provide innovative programs and resources that promote the health, wellbeing, and safety of students.

Division Goal 5: Strategically leverage resources and develop new strategies to ensure our future effectiveness and sustainability.

Division Goal 6: Invest in Division staff and enhance the Division's influence in the profession.

Additionally, SCO's work aligns with the Department's:
Priority #4: Assessment and Impact on Student Growth.

Should the department not receive funding for this position, resources from other units of the department will have to be reallocated to the Student Conduct Office. This means a reduction of services to students in other areas that help support the university and division missions

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

For the numbers referenced below, SASH panels involve allegations of sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and/or related retaliation. These numbers are important as panels for SASH cases are scheduled for an entire business day unlike other panels which are scheduled for three hours. Furthermore SASH cases require additional staff resources for processing of files and participant management assistance. On average, a typical panel includes the full attention the case of 2 staff members the day of the panel for the 3 hour time period. SASH panels requirement a minimum of 3 staff members over the course of an entire day.

Academic year 2013/2014: 56 panels - 6 SASH
Academic year 2014/2015: 56 panels - 12 SASH
Academic year 2015/2016: 61 panels - 26 SASH

During the course of the 2015/2016 academic year, particularly in the spring semester of 2016, the Student Conduct Office was often unable to achieve the 60 day completion timeline as expected and outlined by Texas A&M System policy. This was in part due to a significant number of investigations which were reported at the end of the fall semester. This created a situation where the office was hearing multiple all day SASH panels each week in addition to maintaining their regular case loads related to alcohol, drugs, hazing, and other student rule violations.

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

The department has funded a Case Manager position for the Student Conduct Office which will address some of the administrative needs for cases addressed by the office. This person will also assist with serving as an additional resource during SASH panels.

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

Continued monitoring of case load, timeliness of process, and staff resiliency will occur. Furthermore, the office will continue to participate in a national assessment on student response to the student conduct process which evaluates information provided to students through the process, feelings of fairness, etc.

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

Please explain.

The Office of the Dean of Student Life has looked at internal department funds for this position. With funding of the Case Manager position, any further allocation of internal funds to the Student Development Specialist III position will have detrimental affects on other units within the department.

STUDENT | AFFAIRS | FEE | ADVISORY | BOARD

Updated 8/24/16

Funding Description:

	Dollar Amount
Total Estimated Cost	
Salary for SDS III	\$ 44,912
Benefits for position	\$ 13,474
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$58,386.00

SAFAB Comments/Notes: