



Budget Request Form FY2018

Department should complete one form for each individual request

Department: Office of the Vice President for Student Affairs

Program, Service, or Operation Requested

*University Disciplinary Appeals Process
Special Assistant to the Vice President for Student Affairs*

SAFAB Use Only	
YES	NO

General Description:

This position will assist the VPSA staff by providing administrative support, as well as leadership on specific projects, initiatives, and programs. Primary duties will include the oversight of the University Disciplinary Appeals Panel (UDAP), student conduct referrals, leadership of division committees, cross departmental information gathering and summary, policy analysis, and follow-up on strategic plan goal implementation, comprehensive program reviews, and diversity accountability efforts.

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 University Disciplinary Appeals Panel serves on behalf of the President of Texas A&M University and is the final appeal authority for all disciplinary decisions adjudicated through the student conduct system. The UDAP panel is charged with rendering fair and just decisions within the context of the policies, procedures and expectations of Texas A&M University. UDAP will hear appeal cases involving separation from the institution. As the university has grown, the number of cases involving sexual assault and sexual harassment (SASH) has increased each year. Due to the litigious nature of appeal cases, more time and attention is required to ensure procedural and substantive due process and compliance with Title IX mandates regarding education, investigations, hearings, and sanctions involving sexual assault and sexual harassment. The addition of this position will ensure that appeal and SASH appeal cases continue to evolve and adapt to emerging and best practices for appellate processes. Additionally, this position will be more attentive too and available for meetings with complainants, accused students, and advisors. The aforementioned process will greatly enhance the current appeal process by giving greater care and attention to students impacted and

those facing separation from the institution. Ultimately, this position will help minimize legal challenges to the TAMU appeal process.

What department/Division Strategic Plan item does this support?

What is the impact if not funded?

The request supports Strategic Goal:

3. Provide innovative programs and resources that promote health, wellness, and safety of students

To accomplish that goal, DSA departments and the Division will:

- a. Meet or exceed local, state, and federal mandates that support the student experience
- d. Using local, state, and federal guidance and national best practices as a baseline, create and enhance programs services aimed at changing the culture to reduce incidents of sexual harassment (including sexual violence), domestic violence, dating violence, and stalking
- e. Using local, state, and federal guidance and national best practices as a baseline, examine and enhance policies, processes, and procedures in response to incidents of sexual harassment (including sexual violence), domestic violence, dating violence, and stalking

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

The data below illustrates the increase in the number of cases heard, cases appealed, and cases involving SASH:

Academic year 2013/2014: 56 panels - 6 SASH

Academic year 2014/2015: 56 panels - 11 SASH

Academic year 2015/2016: 61 panels - 24 SASH

Of those above appealed that would have gone to UDAP:

Academic year 2013/2014: 14 appeals - 3 SASH

Academic year 2014/2015: 12 appeals - 8 SASH

Academic year 2015/2016: 15 appeals – 10 SASH

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

Currently, SASH appeals are directed to an Associate Vice President (AVP). UDAP is identified as 15% of the job duties for this AVP with administrative support from an Administrative Assistant. The actual time associated with the planning, preparation, implementation, and follow-up for an appeal and SASH appeal is well beyond 15% of the job duties.

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

Yearly tracking data from Maxient.

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

Please explain.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$81,250.00
Position - Special Assistant to the VPSA	\$65,000
Benefits	\$16,250
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$81,250.00

SAFAB Comments/Notes: