SAFAB

Student Affairs Fee Advisory Board

Budget Request Form FY2019

Department should complete one form for each individual request

Department: Disability Services

Program, Service, or Operation Requested
Career Ladder Promotion (SDS III to SDS IV) Alicia Guevara

SAFAB Use Only	
YES	NO

General Description:
Promoting Ms. Alicia Guevara from Student Development Specialist III to Student Development Specialist IV

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?
Ms. Guevara has been an excellent staff member since starting at Texas A&M University. She is a certified sign language interpreter and she works as an Access Coordinator working with a caseload of students as well as coordinating Communication Access Services. Ms. Guevara has accrued the points necessary to be promoted to an SDS IV and currently has the primary responsibility for all aspects of our sign language interpreting and transcription services. She also serves as the Membership Director for AHEAD in Texas. In order to retain qualified, professional, well respected staff members such as Ms. Guevara, we need to be able to increase her pay and responsibilities.

What department/Division Strategic Plan item does this support?

OVPSA- Goal 6 Enhance Staff Development
   a. Examine current practices and processes to develop strategies to enhance recruitment and retention of a highly qualified, diverse workforce
   c. Support and devote resources for the development of staff to be leaders in their respective fields

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d. Recognize the contributions of staff to the educational and student development mission of the university and the profession

What is the impact if not funded?
DS will not be able to fund this promotion if not funded. Potentially, Ms. Guevara might seek employment elsewhere in order to increase her salary and responsibilities.

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

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

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

How have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
DS has looked at funding this promotion through operating funds, however, this doesn't seem feasible at this time.

Funding Description:

	Dollar Amount
Total Estimated Cost	**$9,100.00**
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL INCREASE REQUESTED	**$9,100.00**

SAFAB Comments/Notes:

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