



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) Paul Harwell

SAFAB Use Only	
YES	NO

General Description:

Promoting Mr. Paul Harwell 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?

Mr. Harwell has been an excellent staff member since starting in Disability Services at Texas A&M University. Mr. Harwell has accrued the points necessary to be promoted to an SDS IV. Mr. Harwell serves as an Access Coordinator and works with a caseload of students, produces the DS assessment plan, and is beginning supervision experience as the hiring supervisor for the new Note-Taking Coordinator position and will continue as the supervisor of this position. Mr. Harwell has presented state-wide and nationally and has recently served as the AHEAD in Texas President. He has continually increased in his responsibilities and knowledge in the field.

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

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, Mr. Harwell might seek employment elsewhere in order to increase his 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	\$17,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$17,000.00

SAFAB Comments/Notes: