

SAFAB Use Only	
YES	NO



Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Instructions for FY 2022 Form

Data can be entered into text fields and Word tables on each form.

Funding Request Form FY 2022

This form is to be completed for each UAF increase request and attached with the Annual Report/Cover Sheet described above.

- **Department**—Enter your department name.
- **Program, Service, or Operation Requested**—Please provide a one-line title to reference the request for funds being made.
- **General Description**—Please provide additional information and a brief description of the increase request; make sure not to overlap with the additional questions described below.
- **Request Type**—Indicate the type of increase request being made from the following:
 - *Full*—Indicates that UAF will fund the entire program or service being requested
 - *Increase*—Indicates a request for an increase in UAF for an ongoing program or service that is already supported at a lesser level
 - *Partial*—Choose partial if other sources of funding or revenue (such as state funds/grants, ticket sales, service fees, membership dues, etc) will be used in conjunction with UAF to fund the program or service.
 - *Matching*—Encourages departments in seeking additional outside funds from fundraising and sponsorship initiatives. The amount requested represents the maximum amount of funds that SAFAB will match. Funds must be generated by the department through fundraising, reserves, sponsorship, or other means. Current funding and funding from state or other internal sources are not eligible for this type of request.
 - *One-Time*—Indicates a request for one-time funds from Division reserves
- **General Questions**—Please answer the listed questions. Additional pages may be attached if more space is needed; however, responses are encouraged to be brief.
- **Total Estimated Cost**— This section will show the total cost of request, any funding identified to offset the cost, and the amount that is being requested from SAFAB. Please break down the items requested into general terms and categories with a total for each category. Avoid over-generalizations but keep in mind that SAFAB does not need specific line-item budgets either.
 - *Funding Description* - Brief description of the items/categories for which funding is requested
 - *Amount* – Total amount of each of the items/categories listed
 - *Less Estimated Partial Funds* – Total for other sources of funding being used to offset the overall cost of the proposal.
 - *Total Increase Requested* – Amount being requested from SAFAB for FY2022. This is the number SAFAB will use in its deliberations. It should equal the sum of the line items less any matching/partial funding being considered.



Funding Request Form FY2022

Department should complete one form for each individual request

Department:

Offices of the Dean of Student Life

Program, Service or Operation Requested:

Staff Position

General Description:

Student Conduct Office-Student Development Specialist II

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?

In the fall 2020, the Student Conduct Office (SCO) within the Offices of the Dean of Student Life (ODSL) was to have taken on the responsibility for administering the Texas A&M University Student Rules relating to student organizational misconduct. ODSL had requested a position in fall 2019 which was approved but later fell victim to budget cuts in spring 2020 as a result of the pandemic. Subsequently, the responsibility for student organization conduct processes remained where it originated, within the Department of Student Activities. ODSL/SCO staff currently work closely with Student Activities staff this academic year in hopes of fully transitioning this responsibility to ODSL as originally planned. Having all student conduct processes--for individuals and for student organizations--under one office will reduce confusion for students and gain efficiencies for staff involved.

What department/Division strategic plan item does this support?

- Division of Student Affairs' strategic plan*
- Strategic Goal #1: Enrich Student Experience*
- Strategic Goal #2: Contribute to Student Success*
- Strategic Goal #3c: Develop Global Leaders*
- Strategic Goal #4: Support Student Wellbeing*

The Department's strategic plan aligns within the context of the Division plan.

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

To date, with the office's current responsibilities, staff easily work the standard 40 hours/week and may find themselves working beyond that depending on any number of factors impacting students during the year. For example, SCO staff are currently busy this semester with an increase of reporting stemming from COVID-19 policy violations as well as off campus behaviors related to alcohol. Yet, we continue to see the same number of cases related to other behaviors such as hazing. Despite shifts in responsibilities with the creation of the University's Department of Civil Rights and Equity Investigations (CREI) two years ago, the SCO staff continue to address cases of student misconduct in the 750-800 cases/year range. Feedback from campus partners and stakeholders additionally indicates a strong need for bolstering outreach and prevention education, which will continue to be a focus, especially for student organizations (e.g., Hazing education). Furthermore, student organizational misconduct composes the majority of investigations initiated.

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

There are no current changes as this is a future need.

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

Survey of student organization memberships.

Survey of campus partners and stakeholders.

Number of student organization conduct investigations/cases; number of students involved.

Types of behaviors at center of organizational conduct investigations/cases.

Annual performance appraisals of staff member.

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

Please explain.

No. Given the immense growth of student organizations at Texas A&M University, the Department of Student Activities shared the responsibilities of student organizational conduct processes among several of its staff members. They will continue to collaborate with ODSL in addressing student organizational behaviors.

Total Estimated Cost

Funding Description	Amount
SDSII Salary and Benefits	\$53,250

<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$53,250