

Student Development Specialist Career Ladder Guidelines



March 1995
Revised September 1998
Revised September 2000
Revised February 2006
Revised September 2008
Revised September 2009
Revised November 2011

**Student Development Specialist
Career Ladder
Guidelines
Division of Student Affairs**

Table of Contents

| | | |
|-------------|---|-----------|
| I. | Introduction | 3 |
| II. | Objectives | 3 |
| III. | Hiring and Promotion Procedures | 4 |
| IV. | Review and Approval Procedures | 4 |
| V. | Submitting Requests for Promotion | 5 |
| VI. | Attachments | |
| | A. SDS Career Ladder Matrix (11/14/11) | 6 |
| | A. Career Ladder job Descriptions | |
| | 1. Student Development Specialist I | 7 |
| | 2. Student Development Specialist II | 8 |
| | 3. Student Development Specialist III | 9 |
| | 4. Student Development Specialist IV | 10 |
| | B. SDS Career Ladder Transmittal Page | 11 |
| | C. SDS Worksheet Information | 12 |
| | D. SDS Worksheet | 14 |

Student Development Specialist Career Ladder Guidelines

**Division of Student Affairs
September 2010**

I. Introduction

The stated mission of the Division of Student Affairs is as follows:

MISSION STATEMENT

Our mission is to create a campus environment that inspires and provides the opportunity for students to engage in and learn from an exceptional higher education experience.

VISION STATEMENT

Our vision is that students at Texas A&M will, throughout their lives, exemplify the six core values that define our University:

- loyalty
- integrity
- excellence
- leadership
- selfless service
- respect

The Student Development Specialist (SDS) positions significantly contribute to the accomplishment of this mission. In nine of the sixteen departments within the Division, there are approximately 54 SDS positions.

II. Objectives of a Career Ladder

The SDS Career Ladder was created to assure that Texas A&M University and the Division of Student Affairs are able to recruit and retain excellent staff in order to better accomplish its mission. Specific objectives of the SDS Career Ladder are as follows:

- To attract and retain outstanding staff
- To encourage staff growth and development
- To reward excellent staff for their performance and their increasing levels of job responsibility

III. Hiring and Promotion Procedures

Attachment A describes the SDS Career Ladder including education and experience requirements, initial hiring ranges, and criteria for promotion. As a general rule, an SDS I

requires a bachelor's degree, an SDS II requires a masters degree, and an SDS III will require a masters degree with three or more years of experience. However, the position's scope and the applicant pool for each vacancy will be considered when making hiring decisions. Originally, the SDS IV level was used for career ladder promotions only, not for initial hiring. However, effective 9/1/06, the SDS IV level can be used for initial hiring with proper documentation. A position description of each SDS level is contained in Attachment B.

Criteria for hiring. The education and experience requirements and initial salary ranges for newly hired SDS staff are outlined in Attachments A and B. As stated above, staff can be hired into SDS I, II, III, and IV level positions.

Criteria for promotion. In order for individuals to be promoted to the next SDS level, they must (1) reach the minimum number of points for the next level based on years of experience and education requirements, (2) demonstrate overall above average performance as measured by annual performance evaluations and reviews, (3) have the required number of years in the position they are promoting from, and (4) demonstrate expanded job responsibilities.

Timing of Promotions: Promotions will be built into the budget planning process for each fiscal year. An amount of funds sufficient to cover anticipated promotions during the year should be budgeted in the "unallocated salaries" category. Employees will be reviewed on their anniversary date, the date they entered the career ladder, and promotions will be effective upon meeting the criteria and receiving approval from the Vice President's Office.

IV. Review and Approval Procedures

All recommendations for promotion will be reviewed and approved by the Office of the Vice President for Student Affairs. Further action will vary as follows depending on the nature of the promotion or change:

- (1) Career Ladder Promotions. The Vice President will have the authority to approve promotions that clearly meet the established criteria. Upon approving a promotion, the Office of the Vice President will send one copy of the promotion package (attachment C & E and a completed position description) to Employee Services, one copy will be retained in the Vice President's office, and the original will be returned to the department. Payroll actions (forms 800 or forms 500) should not be initiated until the approved promotion package is returned to the department.
- (2) Position Vacancies. Unless the position has been formally reclassified, through an evaluation performed by Employee Services, the position will revert back to the original SDS level upon the termination of a staff member. Consequently, new staff members will be hired at a lower level than the staff they replaced.

In the event that the position's scope of duties has changed so materially that it would be a detriment to the department to revert back to a lower title, a formal reclassification should be initiated through Employee Services prior to advertising the vacancy.

- (3) Reclassifying a Current Position. If a position's responsibilities or scope are substantially changing, and the changes are not directly related to the career ladder criteria for promotion, then the approval process will follow the applicable University policy for position reclassifications. A position description will be sent through the appropriate staff in the Vice President's Office, then to Employee Services for review.

V. Submitting Requests for Promotion

Prior to implementation of Career Ladder promotions, departments will forward a completed Career Ladder Promotion Package to the Office of the Vice President. The completed Career Ladder Promotion Package, sent either electronically or in hard copy to the attention of Tom Reber, should include the following items:

- Career ladder transmittal page (Attachment A)
- Career ladder worksheet showing updated point accumulation (Attachment E)
- Revised position description for positions recommended for promotion
- Written certification that performance evaluations have been prepared and performance has been consistent with the requirements for promotion
- Current and recommended salaries for positions eligible for promotion

After Vice Presidential approval of the promotion, the Office of the Vice President will send Employee Services a copy of the promotion package for their files. The approved promotion package will be returned to the department to be filed in the employee's personnel file. Payroll actions (forms 800 or forms 500) should not be initiated until the approved promotion package is returned.

SDS CAREER LADDER
Effective 11/14/2011

| POSITION | DEGREE | EXPERIENCE | Minimum Salary | CRITERIA FOR PROMOTION |
|-----------------|--|---|--|---|
| SDS I | Bachelors required. | Extra-curricular activities and Student leadership experience. | \$28,000 Hiring Range \$28,000 - \$33,000 | Expansion of duties, one or more years overall above average service, and sufficient points for promotion to SDS II. |
| SDS II | Bachelors required. Masters in Student Affairs related areas preferred. | Masters with no experience or Bachelors with one or more year's full time related experience. | \$33,000 Hiring Range \$33,000 - \$38,000 | Expansion of duties, three or more years overall above average service as a SDS II, and sufficient points for promotion to SDS III. |
| SDS III | Bachelors required. Masters in Student Affairs related areas preferred. | Student affairs related experience of 3 or more years full time related experience with a master's degree; 5 or more years with a bachelors degree. | \$38,000 Hiring Range \$38,000 - \$45,000 | Expansion of duties, four or more years overall above average service as a SDS III, and sufficient points for promotion to SDS IV. |
| SDS IV* | Master's (or equivalent combination of education, training and experience) required. Doctoral in Higher Education Administration or related field preferred. | Student Affairs related experience of one year full time experience with a Doctoral degree; 5 or more years with a Master's degree; 7 or more years with a bachelor's degree. | \$45,000 Hiring Range \$45,000 - \$52,000 | N/A |

*Initial hiring will be permitted at the SDS IV level.

STUDENT DEVELOPMENT SPECIALIST I

SUMMARY

- Function: To provide professional and supervisory assistance for the advisement, coordination and organization of student developmental programs, activities, and/or services.
- Scope: Responsible for assisting with a variety of student affairs programs, facilities, services, and activities which contribute to the learning environment and overall quality of student life.

DUTIES

- Typical: Assists in the advising of a variety of student groups/organizations; counsels and advises students on personal and educational matters; acts as a referral resource for students; helps to guide students in planning and scheduling social and budgetary procedures; prepares informational and educational publications; assists with a variety of university administrative functions; serves on Division committees; assists in maintenance of pertinent student and administrative records; coordinates and assists in planning in-service training programs; issues memoranda and prepares administrative reports; performs related duties as required. Attends and participates in local/regional/national conferences within prescribed resources.

EDUCATION

- Required: Bachelor's degree

EXPERIENCE

Extra-curricular activities and student leadership experience.

WORKING CONDITIONS

General office conditions with the majority of time spent in contact with students. Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.

STUDENT DEVELOPMENT SPECIALIST II

SUMMARY

- Function:** To provide professional and supervisory skills for developing, planning, promoting, and implementing student developmental programs, activities, and/or services.
- Scope:** Responsible for directing a variety of student affairs programs, facilities, services, and activities which contribute to the learning environment and the overall quality of student life.

DUTIES

- Typical:** Advises student groups/organizations on appropriate programming; helps coordinate departmental activities, programs, and services; acts as liaison between Texas A&M University and a number of off-campus agencies; monitors fiscal activities of student groups; participates in creating departmental long and short range plans; assists in the interpretation and development of University/ Departmental policies and procedures; maintains pertinent student records; serves on Division and University committees; assists with University-wide functions; sponsors and directs special student activities by coordination of scheduling, correspondence, selection of material, arrangement of facilities, etc.; issues memoranda and prepares correspondence and administrative reports; performs related duties as required. May include some supervisory responsibilities. Attends and presents at local/regional/national conferences.

EDUCATION

- Required:** Bachelor's degree
- Preferred:** Master's degree in student affairs, counseling, or related field.

EXPERIENCE

Bachelor's degree: One or more years of full-time experience in student affairs work or related specialty.

Master's degree: No full-time experience required; however, related extra-curricular experience and/or student development experiences preferred.

WORKING CONDITIONS

General office conditions with the majority of time spent in contact with students. Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.

STUDENT DEVELOPMENT SPECIALIST III

SUMMARY

- Function: To provide professional and specialized skills for planning, developing, implementing, and managing student development programs, activities, and/or services, utilizing maximum campus and community resources and opportunities.
- Scope: Responsible for determining educational, social, entertainment, and physical student needs; also responsible for creating, administering, and evaluating various student affairs programs, facilities, and activities which contribute to the learning environment and the overall quality of student life.

DUTIES

- Typical: Develops administrative and supervisory procedures for facilitating student needs; plans for program implementation and evaluation; advises/supervises the advisement of student groups/organizations on appropriate programming; assists in fund allocation planning; establishes and maintains essential communication channels with both educational and non-educational agencies; interprets and develops University/departmental policies and procedures; plans and facilitates special University programs; serves on and chairs Division and University committees; plans and implements new staff training; conducts research for program planning; plans publicity campaigns; arranges for facilities to accommodate programs; performs related duties as required. Attends/presents at local/regional/national conferences and serves on the board/committees of professional associations, and supervises staff.

EDUCATION

- Required: Bachelor's degree
- Preferred: Master's degree in student affairs, counseling, or related field.

EXPERIENCE

- Required: Bachelor's degree: five years applicable experience.
- Master's degree: three or more years experience in student affairs work or related specialty area.

WORKING CONDITIONS

General office conditions with the majority of time spent in contact with students. Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.

STUDENT DEVELOPMENT SPECIALIST IV

SUMMARY

- Function:** To provide advanced professional and specialized skills for planning, developing, implementing, and managing student development programs and activities, utilizing maximum campus and community resources and opportunities, which by nature require an experienced staff advisor due to program complexity, fiscal accountability, visibility of activities, contact with community and former students, fund raising requirements, student development needs, and/or organizational prioritization.
- Scope:** Responsible for determining educational, social, entertainment, and physical student needs; also responsible for creating, administering, and evaluating various student affairs programs, facilities, and activities which contribute to the learning environment and the overall quality of student life.

DUTIES

- Typical:** Supervises advisement of student groups/organizations; advises major programs and organizations; interprets and develops University/departmental rules and procedures; prepares budget and assists in fund allocation planning; plans and coordinates activities of the department; serves on and chairs Division and University committees; supervises multiple departmental staff; plans and implements new staff training; conducts research for program planning; assures staff are evaluated and receive opportunity for professional development; performs related duties as required.

EDUCATION

- Required:** Bachelor's degree
- Preferred:** Doctoral degree in Higher Education Administration or related field.

EXPERIENCE

Bachelor's degree: seven or more years' experience in student affairs or related specialty area.

Master's degree: five or more years experience in student affairs or related specialty area.

Doctoral degree: one year experience in student affairs or related specialty area.

WORKING CONDITIONS

General office conditions with the majority of time spent in contact with students. Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.

**Student Development Specialist
Career Ladder
Promotion Package Transmittal Page**

| To be completed by department | | |
|--------------------------------------|-----------------------|-----------------|
| | Date Completed | Initials |
| Career Ladder Worksheet | _____ | _____ |
| Salary Recommendation | _____ | _____ |
| Revised Position Description | _____ | _____ |
| Performance Evaluation Certification | _____ | _____ |
| Written Justification for Promotion | _____ | _____ |
| Forwarded to VP for Student Affairs | _____ | _____ |

| To be completed by Office of the Vice President | | |
|--|-----------------------|-----------------|
| | Date Completed | Initials |
| Vice President Review/Approval | _____ | _____ |
| Confirmation to Dept. for Payroll Action | _____ | _____ |
| Copy to Employee Services | _____ | _____ |

Number of recommendations Attached:

SDS CAREER LADDER WORKSHEET INSTRUCTIONS

The following information should be used when completing the Student Development Specialist Career Ladder Worksheet. The worksheet is available in Microsoft Excel 97 format, and can be requested from Tom Reber at 845-4728.

Employee Name (1)

Names of all people holding SDS positions in the department

Career Ladder Start Date (Anniversary Date) (2)

Date the position entered the career ladder.

Current Position Start Date (3)

Date the individual was promoted into the current position. This date will be the same as the career ladder start date for new hires.

Points

Point totals should be calculated as of the anniversary date of the position. It is essential that these points be accurate. The following point system should be used:

Educational Degree (4,5)

| | |
|-------------------|---|
| No Bachelor's | 0 |
| Bachelor's degree | 2 |
| Master's degree | 4 |
| Doctorate | 6 |

Years in Current Position (6,7)

| | |
|--------------|-----|
| 1 - 2 years | 1 |
| 3 - 4 years | 2.5 |
| 5 - 6 years | 3.5 |
| 7 - 10 years | 4.5 |
| 10+ years | 5.5 |

Years in the SDS Career Ladder (including years in current position) (8,9)

| | |
|---------|-----|
| 1 year | 1 |
| 2 years | 1.5 |
| 3 years | 2 |
| 4 years | 2.5 |
| 5 years | 3 |
| 6 years | 3.5 |
| 7 years | 4.0 |

Additional Related Experience (10,11)

| | |
|-------------|---|
| 1 - 2 years | 1 |
| 3 - 4 years | 2 |
| 5 - 6 years | 3 |
| 7+ years | 4 |

Note: Part-time experience (Graduate Assistant, Resident Director) may be counted as related experience. (Example: Percent effort multiplied by years in part time position (.5FTE X 3 years = 1.5 years credit))

Total Points (12)

Add the points given for degree, years in current position, years in career ladder, and additional related experience.

Eligible Classification (13)

List the proposed SDS classification of the employee based on the following scale:

| <u>Classification</u> | <u>Points</u> |
|-----------------------|---------------|
| SDS I | 2 - 4 |
| SDS II | 5 - 8 |
| SDS III | 9 - 11 |
| SDS IV | 12+ |

Note: Earning sufficient points to be eligible for a career ladder promotion is one of four requirements that must be met before a promotion is recommended. Appropriate years of service, overall above average performance, and expansion of duties must also be documented.

Current Classification (14)

List the employee's current SDS classification.

Recommended Annual Salary (15)

List the employee's proposed salary.

Current Annual Salary (16)

List the employee's current salary

Annual Promotion Increase (17)

The difference between the current and the recommended salaries

VPSA Approval (14)

The Vice President or appropriate delegate will initial approved promotions.

**Division of Student Affairs
Student Development Specialist
Career Ladder Worksheet
Effective September 1, 1998**

| Employee Name (1) | Career Ladder Start Date (2) | Current Position Start Date (3) | Degree (4) | Points (5) | Years in Current Position (6) | Points (7) | Years in SDS Career Ladder (8) | Points (9) | Additional Related Experience (10) | Points (11) | Total Points (12) | Eligible Class. (13) | Current Class. (14) | Rec. Annual Salary (15) | Current Annual Salary (16) | Annual Promotion Increase (18) | V.P. Approval (18) |
|-------------------|------------------------------|---------------------------------|-----------------|------------|-------------------------------|------------|--------------------------------|------------|------------------------------------|-------------|-------------------|----------------------|---------------------|-------------------------|----------------------------|--------------------------------|--------------------|
| | | | Master's degree | 4 | 3 - 4 Years | 2.5 | 5+ Years | 3 | 1 - 2 Years | 1 | 10.5 | SDS III | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |
| | | | | 0 | | 0 | | 0 | | 0 | 0 | | | | | \$ - | |

Department: _____

Date: _____

Departmental Approval: _____