

Cover Memo Example:
Requesting re-comparison of an existing MSUAASF position

MEMORANDUM

Date:

To: Winona State University Human Resources
Winona State University Campus Evaluation Committee

From:

Subject: MSUAASF Salary Range Assignment for an Existing Position

We are requesting a review of the salary range assignment of our Director of the Center for Academic Excellence. The present director is retiring and we are taking this opportunity to reevaluate the current salary assignment of this position.

What is requested

The responsibilities for the leadership of the center and participation in university-wide functions have increased significantly over the past number of years. The complexity of backgrounds and needs of our students have changed dramatically and the center is seen as a lifeline for many of our students, providing their primary sources of support for their educational pursuits. The center is providing additional services in the form of online tutoring as well as providing services at new physical site locations. To meet these needs, the center's staff has increased by 31 headcount equaling 5.5 full-time equivalents, including both State employees and student workers. This increase in additional staff and services requires budgetary review and oversight of \$397,700 annually, an increase of about \$100,000 annually.

Why position changed

The position now reports to the Vice President for Student Academic Success and is seen as a primary asset for the development of means for positively impacting student persistence and success at all levels and across all colleges. The advocacy for the student centered approach is a function that the Director is increasingly called upon to perform. The Director has also been asked to participate in a number of university-wide activities including AQIP committees, the Retention taskforce, and the cabinet.

Impact on the positions in the unit

Thank you for your consideration of this request.

Cover Memo Example:
Requesting new MSUAASF position

MEMORANDUM

Date:

To: Winona State University Human Resources
Winona State University Campus Evaluation Committee

From:

Subject: MSUAASF Salary Range Assignment for New Position

We are requesting a new position, the Director of Service Learning Partnerships, which will provide leadership and support for developing partnerships to provide student service learning opportunities for our university students. Examples of service learning opportunities that this position will be involved in developing include providing

- Counseling to families or children and families who may need social work type of guidance,
- Dental hygiene care,
- Nursing care,
- Speech and hearing care, and, possibly,
- Other programs.

What is requested

We believe the value for our students is that this type of service opportunity will allow them to practice and use what they are learning in the classroom, provide experiences that will help to prepare them for future employment, and provide opportunities to work with organizations that have minimal resources and real needs.

Why position changed

Currently, the plan is to hire for a part-time position to oversee this program as it continues to evolve and grow. The position will report to the Dean of Graduate Studies and will develop service learning opportunities which are in addition to the internship partnerships being developed by other team members. Funding for this initiative has been through soft-funds, however, the university goal is to integrate this long-term into our general budget.

Impact on the positions in the unit

Thank you for your consideration of this request.