



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
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RESOLUTION

concerning

A CHANGE IN POSITION TITLE
AT
EASTERN CONNECTICUT STATE COLLEGE

June 8, 1979

RESOLVED, That the position title of Coordinator of Community Relations Programs be changed to Assistant to Dean of School of Continuing Education, Administrator II, at Eastern Connecticut State College effective June 8, 1979, in accordance with all provisions and expectations as set forth in the proposal dated June 6, 1979, which is an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Eastern Connecticut State College, Dr. Charles R. Webb
President

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal: To change the presently vacant position, Director of Community Affairs, to an Assistant to the Continuing Education Dean.

2. Proposed Position:

Title/Rank Assistant to Dean of Continuing Education

12
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$14,809
Salary Level

Ext.
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See attached.

4. Rationale for Altering or Establishing Position

To provide assistance in the development and management of Continuing Education Program.

5. Conditions of Employment if Changed or Different from Norm.

Title change only - no change in rank.

Michael Penn
6/5/79

Central Office Use

Consultation with Bargaining Unit
Completed awc 6/6/79

Approved:

- 1. For Submission to PERC _____
- 2. By Committee/Board _____

Comments:

(Date) (Signature)

EASTERN CONNECTICUT STATE COLLEGE

Job Description

Assistant to Dean of School of Continuing Education

Description of Professional Responsibilities

The Assistant will assist the Dean in providing creative and energetic assistance in managing continuing education programs including the evening and summer sessions, and off campus programs. Duties include planning evening and summer session schedules and brochures, advising adult students, planning and implementing evening student services, assisting in the development and administration of off campus classes. The incumbent will also develop procedures for collecting, analyzing and disseminating data, conduct program evaluations and needs assessments and participate in the planning and implementation of non-credit courses, workshops and seminars.

In addition, the incumbent will assist in faculty recruitment and development of teaching assignments and perform related duties as required.

not-acceptable.
J. Malone
5/29/79

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB
(President)

Concerning: New Position, XX Existing Position (Vacant/Filled)

1. Proposal:

To change position title from Coordinator of Community Relations Programs to Assistant to Dean of Continuing Education.

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MAY 22 1979

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FOR THE STATE COLLEGES

2. Proposed Position:

Title/Rank Administrator II

12
10 or 12 mo.
Full-Part-Time

\$14,809.00
Salary Level

Ext.
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining
Unit

T (P)
Temp. or
Permanent

3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

To provide assistance to the Dean of Continuing and Career Education in managing continuing education programs.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Will change title of existing vacant position in AFSCME unit. No change in rank.

RECEIVED

MAY 29 1979

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FOR THE STATE COLLEGES

For Central Office Use

Consultation with Bargaining Unit Completed

Approved:

1. For Submission to PERC _____

2. By Committee/Board _____

Comments:

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE

Job Description

Assistant to Dean of School of Continuing Education

Description of Professional Responsibilities

The Assistant is directly responsible to the Dean to provide creative and energetic assistance in managing continuing education programs including the evening and summer sessions, and off campus programs. Duties include planning evening and summer session schedules and brochures, advising adult students, planning and implementing evening student services, assisting in the development and administration of off campus classes. The incumbent will also develop procedures for collecting, analyzing and disseminating data, conduct program evaluations and needs assessments and participate in the planning and implementation of non-credit courses, workshops and seminars. (The assistant will assist the Dean in all activities relative to the administration of the School of Continuing Education at the direction of the Dean.)

MP/emb
May 18, 1979

We think the last sentence marked above is too all inclusive. It should be re-worked to delineate a specific set of responsibilities. Catch all phrases like these will only cause problems for both faculties when changes in assignments result in the position.

J. Malone

Please send a new draft when re-worked.

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB
(President)

Concerning: New Position, XX Existing Position (Vacant/Filled)

1. Proposal:

To change position title from Coordinator of Community Relations Programs to Assistant to Dean of Continuing Education.

RECEIVED

MAY 22 1979

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FOR THE STATE COLLEGES

2. Proposed Position:

Title/Rank Administrator II, Assistant to Dean of School of Continuing Education

<u>12</u> 10 or 12 mo. Full-Part-Time	<u>\$14,809.00</u> Salary Level	<u>Ext.</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u>P</u> Temp. or Permanent
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3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

To provide assistance to the Dean of Continuing and Career Education in managing continuing education programs.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Will change title of existing vacant position in AFSCME unit. No change in rank.

For Central Office Use

Consultation with Bargaining Unit Completed

Approved:

1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE

Job Description

Assistant to Dean of School of Continuing Education

Description of Professional Responsibilities

The Assistant is directly responsible to the Dean to provide creative and energetic assistance in managing continuing education programs including the evening and summer sessions, and off campus programs. Duties include planning evening and summer session schedules and brochures, advising adult students, planning and implementing evening student services, assisting in the development and administration of off campus classes. The incumbent will also develop procedures for collecting, analyzing and disseminating data, conduct program evaluations and needs assessments and participate in the planning and implementation of non-credit courses, workshops and seminars. The assistant will assist the Dean in all activities relative to the administration of the School of Continuing Education at the direction of the Dean.

MP/emb
May 18, 1979

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Changed
5/22/79

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB
(President)

Concerning: New Position, XX Existing Position (Vacant/Filled)

1. Proposal:

To change position title from Coordinator of Community Relations Programs to Extension Administrator.

Asst to Dean of C.E.

2. Proposed Position:

Title/Rank Administrator II

<u>12</u> 10 or 12 mo. Full-Part-Time	<u>\$14,809.</u> Salary Level	<u>Ext.</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u> </u> Temp. or Permanent
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(P)

3. Summary of Function (attach required job description)
See Attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

To provide assistance to the Dean of Continuing and Career Education in managing continuing education programs.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary;

Will change title of existing vacant position in AFSCME unit. No change in rank.

Michael Pennal

2/14/79

For Central Office Use

Consultation with Bargaining Unit Completed

Approved:

1. For Submission to PERC _____

2. By Committee/Board _____

Comments:

(Date)

(Signature)

EASTERN CONNECTICUT STATE COLLEGE

Job Description

Extension Administrator, School of Continuing Education

Description of Professional Responsibilities

The extension administrator is directly responsible to the Dean to provide creative and energetic assistance in managing continuing education programs including the evening and summer sessions, and off campus programs. Duties include planning evening and summer session schedules and brochures, advising adult students, planning and implementing evening student services, assisting in the development and administration of off campus classes. The extension administrator will also develop procedures for collecting, analyzing and disseminating data, conduct program evaluations and needs assessments and participate in the planning and implementation of non-credit courses, workshops and seminars. The extension administrator will assist the Dean in all activities relative to the administration of the School of Continuing Education at the direction of the Dean.

