

STATE OF CONNECTICUT BOARD OF TRUSTEES FOR THE STATE COLLEGES P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050 827-7700 TEL. NEW BRITAIN: 203-229 x607 TEL XHARTOBD 293 566 3373

RESOLUTION

concerning

A CHANGE IN POSITION TITLE AT EASTERN CONNECTICUT STATE COLLEGE

June 8, 1979

RESOLVED, I

VED, 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

ĿО	rm	5	C-	P
12	/1	2/	77	

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE	
"o: Executive Officer for Faculty and Staff Affairs	
From: <u>Eastern</u> Connecticut State College, <u>Dr. Charles R. Webb</u> President	
Concerning: New Position,X Existing Position (Vacant/Fil	led)
1. Proposal: To change the presently vacant position, Director of Community Affai to an Assistant to the Continuing Education Dean.	rs,
2. Proposed Position:	
Title/Rank Assistant to Dean of Continuing Education	
12\$14,809Ext.AFSCME10 or 12 mo.Salary LevelFund (Gen.,Bargaining UrFull-Part-TimeEd. Ext., Aux.)Temp Perm.	hit
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.	n f
central Office Use	1
Consultation with Bargaining Unit	
Completed Completed 2. By Committee/Board	
Comments:	
(Dato) (Signaturo)	

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.

	nit) Malne 401
ALTERATION OF A CURRENT POSI IN THE U	TION OR ESTAJLISHMEN Inclassified Service	T OF NEW POSITION
TO: Executive Officer for Faculty a	and Staff Affairs	
FROM:: Eastern Connecticut State Colle Concerning:New Positi	(Presi	dent)
] Proposal.		
 To change position title from Coor Programs to Assistant to Dean of C 2. Proposed Position: 	rdinator of Community Continuing Education.	MAY 22 1915
Title/Rank Administrator II	Prom	BOARD OF TRUSTLED FOR THE STATE COLLEGES
<u>12</u> <u>\$14,809.00</u> 10 or 12 mo. Salary Level Fund	Ext. <u>AFSCME</u> (Gen., Jargaini Ext., Aux.) Unit	Ing Temp. or Permanent
3. Summary of Function (attach requir	ed job description)	
See Attached		
4. Rationale for Altering or Establis	hing Position (Use ac	ditional sheets of
To provide assistance to the Dean in managing continuing education p	of Continuing and Ca	essary) reer Education
5. Conditions of Employment if Change		
Will change title of existing vaca unit. No change in rank.	int position in ASC	EIVED
		2 9 1979
	· ex ale a	F TRUSTEES
For Central Office Use		
Consultation with Bargaining Unit Completed	Approved: 1. For Submiss	ion to PERC
Comments:	2. 3y Committe	e/Joard
<pre>♥<nmicflld,< pre=""></nmicflld,<></pre>		
	(Date)	(Signature)

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 delereate a specific set of responsibilities. Catch all phases like these will only cause problems for both histotes when changes in assignments result in the position. J. Malore

Please send a new draft when re-worded.

0: Executive 0	fficer for Facul	ty and Staff A	ffairs	
ROM:: Eastern Con	necticut State C	ollege, <u>DR.</u>		
Concerning:	New Po	sition, <u>XX</u>	(President Existing Pos) ition (Vacant/Filled)
. Proposal:				TIVED
To change posi Programs to As	tion title from sistant to Dean	Coordinator o of Continuing	f Community Rel Education.	atiRECEIVED
				MAY 2 2 19/9
. Proposed Posit	ion:			BOARD OF TRUSTEES FOR THE STATE COLLEGE
Title/Rank	Administrator I	I, Assistant	to Dean of Sch	<u>ool</u> of Continuing Educa
12 10 or 12 mo. Full-Part-Time	Salary Level	Ext. Fund (Gen., Ed. Ext., Aux		Temp. or Permanent
. Summary of Fun	ction (attach re	qu'ired job de:	scription)	
See Attached	You			
To provide ass	altering of Esta istance to the D ntinuing educati) ean of Contin	necess	ary)
. Conditions of I	Employment if Ch	anged or Diffe	erent from Norm	. (Use additional sheets if necessary
	tle of existing ge in rank.	vacant positi	on in AFSCME	
For Central Offic	ce Use			· · · ·
onsultation with	Bargaining Unit Completed	Approved 1.	1: For Submission	to PERC
	compreted	2.	3y Committee/3	oard
omments:				

2.2,1

cc - Q nextone 5/22/29

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 POSITI	ON OR ESTAJLISHMENT OF LASSIFIED SERVICE	NEW POSITION
TO: Executive Officer for Faculty and	Staff Affairs	ph 1-1
FROM:: Eastern Connecticut State College	DR. CHARLES R. WEBB	321
	(President) 1, <u>XX </u>	
1. Proposal:		7
To change position title <u>from Coord</u> <u>Programs</u> to <u>Extension Administrator</u> Mart & Aug 2. Proposed Position:	•	ations
Title/Rank <u>Administrator II</u>		
12 \$14,809. Ext 10 or 12 mo. Salary Level Fund (Full-Part-Time Ed. Ex	Gen., AFSCME Gen., Jarga/ning St., Aux.) Upit	T P Temp. or Permanent
 Summary of Function (attach required See Attached 4. Rationale for Altering or Establishi 		
 Rationale for Altering or Establishi To provide assistance to the Dean of in managing continuing education provide the provide assistance to the Dean of the Dea	necessa F Continuing and Career	ry)
5. Conditions of Employment if Changed	or Different from Norm.	(Use additional
Will change title of existing vacar unit. No change in rank	nt position in AFSCME	sheets if necessary?
		2/14/79
For Central Office Use		
Consultation with Bargaining Unit Completed	Approved: 1. For Submission 2. Jy Committee/Jo	
Comments:		
· 그렇게 [2:4] · · · · · · · · · · · · · · · · · · ·		

Job Description

Extension Administrator, School of Continuing Education

Aracription 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.

