



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning

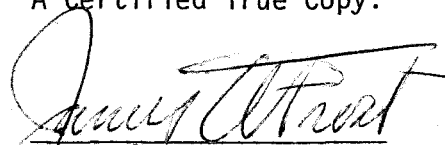
Establishment of a New Position
at
Southern Connecticut State College

Associate Dean, Division of Social Work (Administrator IV)

July 18, 1980

RESOLVED, That the position, Director of Social Work (Administrator IV) at Southern Connecticut State College be converted to Associate Dean, Division of Social Work (Administrator IV), effective July 18, 1980 in accordance with all provisions and expectations as set forth in the proposal dated July 18, 1980 which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITIONSUMMARY

Title: Associate Dean - Division of Social Work/Adm. IV

Fund: General

Position Type: Permanent X Part-time

Effective Date: July 18, 1980

Cost: Entry level approx. \$28,000

Campus: Southern Connecticut State College

Proposal:

To convert an existing vacant position Director of Social Work/Adm. IV to Associate Dean, Division of Social Work/Adm. IV.

Summary:

See attached job description.

Date: July 18, 1980

POSITION DESCRIPTION

Associate Dean - Division of Social Work

POSITION SUMMARY: The Associate Dean is responsible for the supervision and administration of the Division of Social Work. The Associate Dean serves as the deputy to the Dean of Professional Studies on all matters pertaining to the Division of Social Work. The position involves the outreach to outside agencies, institutions, and organizations to promote and advance the social work program.

POSITION RESPONSIBILITIES:

1. Provides leadership and direction to the Division of Social Work.
2. Establishes ongoing relationships with outside agencies, institutions, and organizations to enhance the social work program.
3. Is the deputy to the Dean of Professional Studies in all matters concerning the Division of Social Work.
4. In conjunction with the Dean of Professional Studies makes recommendations to appropriate college bodies on all matters pertaining to promotion, tenure, faculty appointments, and termination.
5. In cooperation with the Chairperson and faculty of the Division of Social Work develops policies and procedures regarding curriculum and academic matters.
6. Prepares and maintains the budget for the Division of Social Work for cost items such as supplies, equipment, faculty and staff positions.
7. Processes requests for personal leave.

8. Approves all course offerings for the Division of Social Work.

9. Supervises all catalog changes.

10. Acts as a Hearing Officer regarding student complaints.

11. Directs and supervises all matters relating to accreditation including outreach to external agencies.

12. Is responsible for establishing and enhancing external relationships with national accrediting agencies, the State Board of Higher Education, local, state and federal funding agencies, and private social organizations.

13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

OLD

POSITION DESCRIPTION

POSITION TITLE: Director - Division of Social Work

ADMINISTRATIVE RANK: Administrator IV

POSITION SUMMARY:

Responsible for the administration of the Division of Social Work, recommendation of new faculty, liaison with clinical/educational facilities and the acceptance of new students in the Social Work Program.

For per file
(6)(2)

POSITION RESPONSIBILITIES:

1. Supervision and evaluation of all instructional faculty in the Social Work Program
- (2) 2. Screening, recruitment and recommendation of new faculty in the Division of Social Work
- 3 ✓ 3. Working with faculty in curriculum development and revision
4. Review applications of students entering the Social Work Program
- 5 (5) 5. Budget preparation
6. Guidance and counseling to Social Work students
7. Liaison with local, state and federal social welfare agencies
8. Represent the Division of Social Work at S.C.S.C. with regional and national professional organizations (C.S.W.E.)
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

Pauline B. Long, ACSW

IMMEDIATE SUPERVISOR

Carol Cole

DEAN OF PERSONNEL ADMINISTRATOR

Carol Cole

Erigena Dixon

RVF/co

7/1/79