

STATE OF CONNECTICUT

Sol 81-159

See 82-101

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

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AUTHORIZING RESOLUTION

concerning

Alteration in Duties and Title

Dean of Graduate Studies to Dean of the School of Graduate Studies and Continuing Education

at

Southern Connecticut State College

July 23, 1982

RESOLVED, That the duties and title for the position, Dean of Graduate Studies, at Southern Connecticut State

College be altered to Dean of the School of Graduate

Studies and Continuing Education effective July 23,

1982, in accordance with all provisions and expectations as set forth in the proposal dated July 7, 1982, which is attached as an addendum to this Resolution.

Certified True Copy:

James A. Frost Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title:	Dean, School of Graduate Studies and Continuing Education
Fund:	General
Position	n Type: Permanent X Part-time
Effectiv	ve Date:July 23, 1982
Cost: _	Approximate savings of \$340 per annum over current cost of Graduate Dean.
Campus:	Southern CT State College
Proposal	1: To Alter the title and duties of the Dean of Graduate Studies to the new duties and title of Dean of the Schoo of Graduate Studies and Continuing Education.
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Summary:	Change of title conforms with BR81-159 creating School of Graduate Studies and Continuing Education.
•	

July 7, 1982

Date:

ALTERATION OF A CURRENT POSITION THE UNC	TION OF ESTABLISHMEN CLASSIVIED SERVICE	T OF NEW POSITION	#82-94
To: Executive Officer for Faculty :	and Staff Affairs	21/4	
From: Southern Connecticut	State College,	President Frank	Wor- Harrison
Concerning: New Posi	tion XX F	xisting Position (Vac	•
	Litton, AA E	Alsting Tosteron (vac	allegitied
Proposal:		Change title of	
Dean of Graduate Studies to Graduate Studies and Continu		creating School of	
Proposed Position:	•		
Title/Rank Dean, School of Grade	uate Studies and Con	tinuing Education	
12 Mo. \$40,000.00	0		
12 Mo. \$40,000.00 10 or 12 mo. Salary Level	Gen	Management Bargaining Unit	
(Full-Part-Time	Ed. Ext., Aux.)		
Temp (Perm.)			
3. Summary of Function (attach requi	red job description		
See attached job description			
see account job accorrigation			
4. Rationale for Altering or Establi	Ishing Position		
Reorganization of Academic Affairs	s area		•
	•		
	•		
5. Conditions of Employment if Chang	ed or Different fro	um Norm	•
	jour ou belleville life	THE THE PARTY OF T	
N/A			
	•		
Central Office Use		•	
Consultation with Bargaining Unit Completed	Appro 1. 	For Submission to I	PERC
Comments:			
-	Date	Signature	

Position description:

DEAN OF SCHOOL OF GRADUATE STUDIES/CONTINUING EDUCATION

The dean of the School of Graduate Studies/Continuing Education is responsible for administering the graduate program of the College. He/she provides leadership for the revision and development of program courses and curricula, helps to recruit faculty, admits and counsels graduate students, checks records, evaluates and maintains standards of scholarship and works closely with department chairpersons and appropriate deans to maintain high standards of graduate education. The dean also chairs the graduate council. The dean of graduate studies/continuing education is directly responsible to the vice president for academic affairs and coordinates with the deans the course and program offerings in the extension division. Specifically, he/she prepares schedules for evening division and summer sessions, prepares copy for semester bulletins, plans and supervises evening and summer school registration, and interviews and provides orientation for part-time instructional staff.