



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

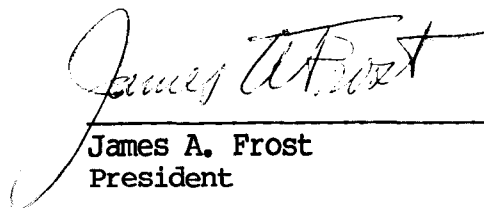
CONVERSION OF POSITION

ASSISTANT TO THE PRESIDENT FOR AFFIRMATIVE ACTION/
 EQUAL OPPORTUNITY/ADMINISTRATOR V
 to
 ASSOCIATE TO THE DEAN FOR GRADUATE STUDIES/ADMINISTRATOR V (Gen. Fund)
 at
 SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the position, Assistant to the President for Affirmative Action/Equal Opportunity/Administrator V be converted to Associate to the Dean for Graduate Studies/Administrator V at Southern Connecticut State University effective January 6, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:


 James A. Frost
 President

Addendum to BR# 84-25

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

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

Frank Hanson
President

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

Proposal: That the Assistant to the President for Affirmative Action/Equal Opportunity, Administrator V, position be converted to an Associate to the Dean for Graduate Studies, Administrator V, position,

Proposed Position:

Title/Rank Associate to the Dean for Graduate Studies, Administrator V

12 Month			
Full-time, Perm.	<u>\$37,024</u>	<u>Gen.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

The Associate to the Dean reports to the Dean, School of Graduate Studies and Continuing Education. He/she assists the dean in the day-to-day implementation of the University's graduate admission policies and procedures. He/she acts for the dean in the administration of matters related to the graduate student's performance in the completion of the planned program of study. He/she works closely with the academic officers, faculty chairpersons and academic advisors.

4. Rationale for Altering or Establishing Position

The conversion of this position is being made to ensure that the Offices of the Dean of the School of Graduate Studies and Continuing Education have sufficient professional staff to provide necessary services, each semester, to Southern's 630 full-time graduate and approximately 4,000 part-time students. (See also Dean Lane's attached narrative.) Please note finally that such conversion involves no additional costs.

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

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THE CONNECTICUT
STATE UNIVERSITY

Central Office Use

Consultation with Bargaining Unit
Completed _____

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

Comments:

_____ Date

_____ Signature

SCHOOL OF GRADUATE AND CONTINUING EDUCATION
POSITION CHANGE REQUEST
ADDENDUM

The position description changes reflect the establishment of a School of Graduate Studies and Continuing Education. This School is a new entity at Southern that is responsible for providing a full range of support services to more than 630 full-time graduate students and close to 4000 part-time students each semester.

Although it appears as though there is a request for a new position this is not the case. Rather, it is the first opportunity to bring Graduate and Continuing Education up to the size it was several years ago. This is being done in the proverbial nick of time and reflects the temporary reassignment of duties that was in effect last year. Due to the temporary reassignment we were able to expedite processing of graduate applications and provide better services to part-time students. This in turn contributed to the increase in enrollment of full-time graduate students, part-time graduate students and part-time undergraduate students that Southern experienced this Fall.

As is readily evident, once these changes are approved there will be a person charged with primary responsibility for service to part-time students, a person charged with primary responsibility for service to graduate students and a person charged with primary responsibility for scheduling, reporting and monitoring all programs. All three positions are essential if we are to fulfill our assigned mission in an effective and efficient manner.

Dealing with close to 4000 part-time registrations per semester demands the primary attention of a least one person. Since the number of part-time students has increased and will continue to increase, this position is necessary just to maintain vital services to our growing part-time population.

By the same token over 600 full-time graduate students represents a respectable graduate school even if part-time matriculants are ignored. If we are to strengthen and improve graduate programming, here too, there must be someone who gives this task primary emphasis. This position is essential to maintain a quality graduate program.

Our scheduling and reporting must continue to improve. Demands in these areas continue to increase. One locus of responsibility is essential for efficient and effective scheduling and reporting. This position is one of the vital links that brings together data from and pertinent to all units of the operation.

Finally, this change will legitimate the administrative faculty positions in the School of Graduate Studies and Continuing Education. At the present time, and for the past year, the administrative faculty have been functioning with job description that pertain to administrative units that no longer exist. This does not contribute to sound management procedures.

R. G. Jones
DEAN

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate to the Dean for Graduate Studies/Administrator V

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

SUPERVISION EXERCISED: Directors, Coordinators, Clerical Staff

INCUMBENT NAME:

POSITION SUMMARY:

The Associate to the Dean reports to the Dean, School of Graduate Studies and Continuing Education. He/she assists the Dean in the day-to-day implementation of the University's graduate admission policies and procedures. He/she acts for the Dean in the administration of matters related to the graduate student's performance in the completion of the planned program of study. He/she works closely with the academic officers, faculty chairpersons and academic advisors.

POSITION RESPONSIBILITIES:

1. Assists the Dean of Graduate and Continuing Education in the planning, organizing and operation of Graduate and Continuing Education activities with particular emphasis on Graduate Education including:
 - A. Assisting the Dean in improving and monitoring procedures directed toward effective and efficient scheduling, counseling, admissions and fiscal accountability of graduate programs and offerings.
 - B. Assisting the Graduate Council, graduate program coordinators, faculty and administration by developing and maintaining a data base adequate to identify strengths and weaknesses in process and programs.
2. Contributes to the orderly and effective day-to-day operation of graduate education matters including:
 - A. The maintenance of a cordial and helping environment in the office toward all persons seeking information in person, by telephone, or by letter.
 - B. Providing a reliable and systematic process for assuring timely assistance and advising for matriculated and non-matriculated graduate students.
 - C. Collecting, organizing, revising and disseminating information of interest to graduate students, graduate faculty and the administration.
 - D. Representing the Graduate School at graduate fairs, civic organizations and to business and professional groups as well as attending local, state and regional meetings and conferences of appropriate graduate school organizations when necessary.

Associate to the Dean for Graduate Studies/Administrator V

3. Provides the Dean of Graduate and Continuing Education with written and oral reports pertaining to Graduate Education as requested.
4. Performs other assignments pertaining to the orderly and efficient operation of the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position, master's degree required. Additional graduate work preferred.
2. Demonstrated ability to communicate orally and in writing in a manner that produces desired results and leaves the recipient with the impression that we are a professional operation with concern for individuals.
3. Ability and desire to remain abreast of changing needs of and for public graduate education in the state and region.
4. An appreciation of the need for maintaining both academic standards and facilitative processes that meet the needs of full and part-time, adult graduate students.
5. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytical skills and administrative initiative to propose changes when necessary.
6. Familiarity with data processing operations and willingness to learn to apply on-line registration and records system for the improvement of graduate education records, registration and communications.
7. Ability to counsel and advise graduate students and follow through appropriate departments and units to facilitate student's progress in their programs or in their courses.

ADMINISTRATIVE FACULTY:

Richard V. Farrell

IMMEDIATE SUPERVISOR:

John S. Jones

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh