

### THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

of

ASSOCIATE PROFESSOR

to

ASSISTANT DEAN OF THE SCHOOL OF BUSINESS/ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

May 3, 1985

RESOLVED, That the position of Associate Professor at Central Connecticut State University be reassigned and reclassified to Assistant Dean of the School of Business/Administrator IV, effective July 1, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 18, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost

President

# CENTRAL CONNECTICUT STATE UNIVERSITY New Britain, Connecticut 06050

### Unclassified Position Alteration Summary

TITLE: Assistant Dean-School of Business/Administrator IV
FUND: General
POSITION TYPE: Permanent X Temporary
Full-time X Part-time
EFFECTIVE DATE: 7/1/85 BARGAINING UNIT: Administrative Faculty
COST: \$ -0-
PROPOSAL:
To convert a position of Associate Professor, which is becoming vacant by reason of resignation, to the position of Assistant Dean of the School of Business- Administrator IV. The target hiring range is to be \$28,000 to \$34,000. The Associate Professor who is resigning is making \$30,449 for the nine month 1984-85 academic year.
JUSTIFICATION:
This change will provide more effective coverage of administrative duties now handled by faculty members on a released time basis and by a part-time University Assistant. The net impact on full-time faculty effort available for the classroom will be zero, since the amount of faculty load thus freed from administrative released time equals one full-time person.
Date: 4-18-85  Prepared by: Milleel K Mille  Approved by: 4-18-85

## CENTRAL CONNECTICUT STATE UNIVERSITY New Britain, Connecticut 06050

### POSITION DESCRIPTION

Position Title: Assistant Dean-School of Business

Administrative Rank: Administrator IV

Department: School of Business

Supervisor's Title: Dean

#### POSITION SUMMARY:

The Assistant Dean represents the Dean of the School of Business. His/her major responsibilities will be to continue to develop contacts with the business community through the Management and Professional Development Center and to maintain a close academic/advisory contact with students enrolled in the School of Business.

### POSITION RESPONSIBILITIES:

- 1. Directs and coordinates operation of the Management and Professional Development Center and the Small Business Institute.
- 2. Coordinates advisory activities for the MSOM program and related clerical staff functions and personnel, as necessary. Also supervises clerical staff functions for those staff members assigned to the School of Business faculty.
- 3. Advises School of Business day and evening students on matters related to academic program planning, as required.
- 4. Assists in scheduling and registration functions for School of Business students with appropriate offices and personnel, as necessary.
- Coordinates Co-operative Education programs with appropriate offices which involve School of Business Students and major programs.
- 6. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.