



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

CHANGE IN DUTIES FOR THE POSITION

ASSOCIATE DEAN-ACADEMIC AFFAIRS/ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the duties of the position, Associate Dean-Academic Affairs/Administrator VII, at Eastern Connecticut State University, be changed to reflect current needs in the Office of Academic Affairs, effective September 5, 1986.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted _____	Date _____
By: CSU ()	
CCSU ()	SCSU ()
ECSU (X)	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH ()	RECLASSIFY ()	OTHER (X)	DATE EFFECTIVE	9/5/86	PERM (X)	FT (X)	TEMP ()	PT ()
POSITION TITLE:	Assoc. Dean-Academic Affairs (Ad 7)		Same						
	CURRENT	(Class Code)	PROPOSED				(Class Code)		
POSITION NUMBER:	CURRENT SALARY	\$55,110.00	PROPOSED SALARY	\$55,110.00	FUND	Gen	BARG UNIT	SUOAF	from to

RESOLUTION

BR# 86-115

RESOLVED,

That the duties of the position Associate Dean-Academic Affairs be changed to reflect current needs in the Office of Academic Affairs.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The change in duties is proposed to reflect a redistribution of work load in the Office of Academic Affairs as a result of the addition of a scheduling officer and establishment of a University Advising and Orientation Center.

Approx. Cost

Michael Beal
Signed (University)

7/7/86
Date

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN-ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: 7

The Associate Dean under the general supervision of the Vice-President for Academic Affairs is responsible for the following:

1. Serves as the University's agent of record for Teacher Certification and University certification officer for Connecticut State Department liaison.
2. Confirms certification for all undergraduate, post baccalaureate, and graduate students recommended by the Education Department and the University for provisional certification, and for standard certification when assigned. Forwards all appropriate recommendations and materials to the Office of Admissions and Records, and to the Graduate Office as appropriate. Counsels and advises students for certification in Education presently being advised.
3. Assists the Vice-President for Academic Affairs or the Academic Deans as directed with special projects requiring institutional research and input to the overall University planning effort from areas of Academic Affairs except in such areas as have been assigned to other academic personnel.
4. Serves as Coordinator of the Regional Testing Center for Educational Testing Service, administers a variety of tests for professional certification and college credit (CLEP) and the Windham High Interscholastic Program (WHIP) and similar programs.
5. Represents the Office of Academic Affairs in the planning and implementation of commencement activities.
6. Serves as Academic Affairs liaison on academic advising and orientation in consultation with the academic deans and Director of the Advising and Orientation Center.
7. Serves as Academic Affairs liaison on publications, in consultation with the Office of Development, the academic deans, and the Director of Admissions and Records.
8. Facilitates communications between the Office of Academic Affairs and other University units. Assists the Vice-President in preparation of meeting agendas, staff consultation, and routine correspondence.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Six years of experience in academic administration or college teaching equipping the applicant to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience.

4/7/86 Betty R. Tipton Michael Reed 6/25/86

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN - ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: VII

The Associate Dean under the general supervision of the Vice-President for Academic Affairs is responsible for the following:

1. Serves as the University's agent of record for Teacher Certification and University certification officer for Connecticut State Department liaison.
2. Confirms certification for all undergraduate, post baccalaureate, and graduate students recommended by the Education Department and the University for provisional certification, and for standard certification when assigned. Forwards all appropriate recommendations and materials to the Office of Admissions and Records, and to the Graduate Office as appropriate. Counsels and advises students for certification in Education presently being advised, but not to add any new advisers as of September 1, 1983.
3. Assists the Vice-President for Academic Affairs or the Academic Deans as directed with special projects requiring institutional research and input to the overall University planning effort from areas of Academic Affairs except in such areas as have been assigned to other academic personnel.
4. To serve as Academic Affairs liaison on publications, in consultation with the Office of Development, the academic deans, and the Director of Admissions and Records.
5. Makes recommendations and conducts programs related to human resources development in the Academic Affairs area.
6. Facilitates communications between the Office of Academic Affairs and other University units. Assists the Vice-President in preparation of meeting agendas, staff consultation, and routine correspondence.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Six years of experience in academic administration or college teaching equipping the applicant to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience)

Michael R. D.
Signature
for the University

8/11/83
Date

Bette R. Tipton
Signature,
for AFSCME

Aug 11, 1983
Date