



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DEAN OF EXTENSION COLLEGE/ADMINISTRATOR III
to
ASSISTANT DEAN OF CONTINUING EDUCATION/ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position of Assistant to the Dean of Extension College/Administrator III, at Central Connecticut State University be reclassified to Assistant Dean of Continuing Education/Administrator IV, effective May 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President



CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 2/12/87
Date
By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	<u>5/1/87</u>	PERM (X) FT	TEMP () PT
POSITION TITLE:	Assistant to the Dean of Extension College/Adm. III	Assistant Dean of Continuing Education/Adm. IV			
	CURRENT (Class Code)	PROPOSED (Class Co.			
POSITION NUMBER:	<u>1588</u>	CURRENT SALARY <u>\$27,277.</u>	PROPOSED SALARY <u>\$29,323.</u>	FUND <u>Extension</u>	BARG UNIT SUOAF from to

RESOLUTION

BR# _____

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That the position of Assistant to the Dean of Extension College, Administrator III, at Central Connecticut State University be reclassified to Assistant Dean of Continuing Education, Administrator IV, effective May 1, 1987.

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 responsibilities of the incumbent have evolved to the point that she is providing academic service to almost half the headcount enrollment of the University. (Please see old and new job descriptions.) It is past time to recognize the importance of this officer and her relationship with a most important segment of the University's clientele. A 7.5% salary increase is commensurate with this increase of responsibility.



CSU-200



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RESOLUTION

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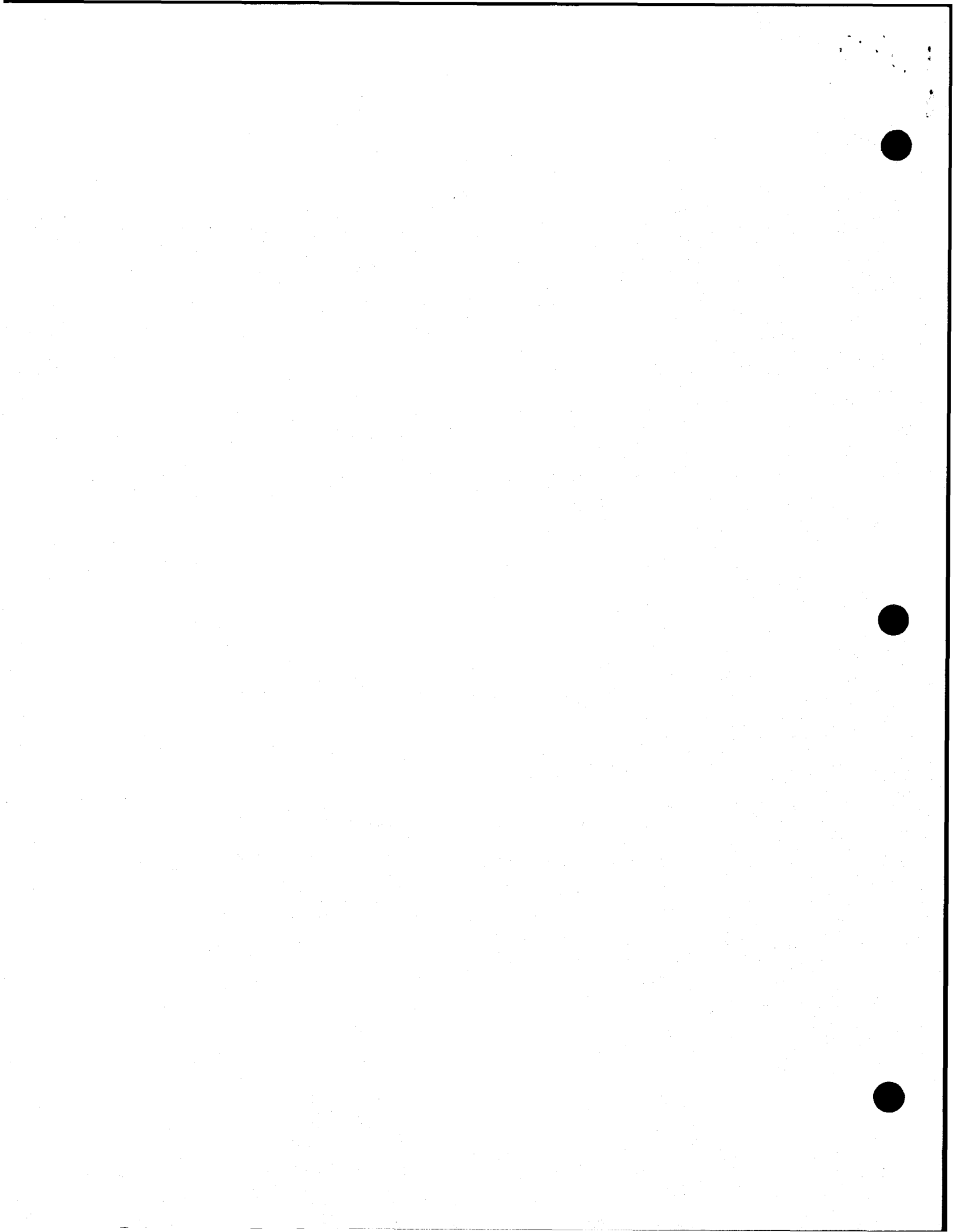
PERCommittee _____
Date _____

BOARD OF TRUSTEES _____
Date _____

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President *Dallas K. Beal*



SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Dean of Continuing Education - Administrator IV
Campus Central Date 2-12-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 2-12-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ann M Lynch (with amendment to years of experience)

DATE OF SUOAF CAMPUS REVIEW 2/19/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date 2/19/86

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary per job description disapprove proposed rank and salary
Comments or Recommendations: on reverse

RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 4/9/87

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 4/9/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

RECEIVED
FEB 25 1987
THE CONNECTICUT
STATE UNIVERSITY

N2W

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Dean of Continuing Education

Rank: Administrator IV

Department: Extension College

Supervisor's Title: Dean of Continuing Education

POSITION SUMMARY

Directs provision of academic services to part-time undergraduate students.

POSITION RESPONSIBILITIES

Coordinates outreach, recruitment, admission, registration, credential evaluation and program planning for part-time matriculants.

Monitors academic progress of part-time matriculants and makes appropriate recommendations to the Dean.

Coordinates with other University offices the provision of services to part-time students.

Works with deans and departments on the development and scheduling courses and programs for adult learners.

Edits Extension College newsletter.

Administers International Opportunity Program.

Plans and coordinates advertising and marketing of Extension College courses.

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

QUALIFICATIONS

Master's degree and four years of experience in a college or university environment, demonstrated knowledge of university academic programs and the ability to relate effectively to adult students, professional staff and office personnel required.

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Central Connecticut State University
Assistant to Dean of Extension College / Administrator III
(Code)

SUPERVISOR: Dean of Extension College & Summer School

SUPERVISION EXERCISED:

INCUMBENT NAME: Schubert, Peggy A.

POSITION SUMMARY:

The Assistant to Dean of the Extension College for Undergraduate Degree Services directs operations and recommends policy effecting admissions and ongoing academic services of Extension College undergraduates.

POSITION RESPONSIBILITIES:

Supervises admissions services for part-time students.

Coordinates the outreach, recruitment, admissions, credential evaluation, registration and degree program planning of part-time undergraduates.

Prepares probation and dismissal recommendations and actions.

Serves as liaison with university departments for academic advisement, standards and program development.

Prepares and issues statistical reports and data relative to part-time students.

Facilitates and coordinates the development of Extension College sponsored courses, seminars and workshops.

Cooperates with other university organizations in offering special events of primary interest to adults.

Assists and advises faculty and counselors in developing and/or re-orienting credit courses to better serve the needs of adult Extension College undergraduates.

Works with respective deans and department chairpersons on course scheduling improvements for adults.

Develops and maintains contact with business and industry service groups or community agencies with special interests and affiliations with Extension College degree students.

Develops consortia programs between community college programs and Central.

Develops academic programs to better serve business and industry, often involving community colleges and the articulation of their associate degree students into the Bachelor Programs at Central.

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

EDUCATION AND EXPERIENCE

Bachelor's degree and two to three years of experience demonstrating knowledge of university academic programs and ability to relate effectively to students and staff required; Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: