

THE CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DEAN OF EXTENSION COLLEGE/ADMINISTRATOR VII
to
ASSOCIATE DIRECTOR OF GRADUATE STUDIES/ADMINISTRATOR IV

at

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Associate Dean of Extension College/
Administrator VII, at Western Connecticut State University
be reclassified to Associate Director of Graduate Studies/
Administrator IV, effective February 5, 1988, in accordance
with the attached proposal dated December 18, 1987.

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 ()	WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER ~~(X)~~ ^{Reestablish} DATE EFFECTIVE 2/5/88 PERM (X) FT (X) TEMP () PT ()

POSITION Admin. VII/ Admin. IV/
 TITLE: Assoc. Dean of Extension College 7869 Assoc. Director of Graduate Studies 7919
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0195 CURRENT SALARY 52370 PROPOSED SALARY 29,700. FUND Extension BARG UNIT AFSCME AFSCME
 from to

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

We are requesting that the position Assoc. Dean of Extension College, currently vacant due to retirement, be reestablished as Associate Director of Graduate Studies.

The Associate Director of Graduate Studies will assist the dean in professional tasks, serve as primary Graduate Admissions Counselor and implement and maintain the admissions program and degree requirements recommended by the Graduate Council, develop and implement marketing strategies for graduate student recruitment, serve as liaison to department chairs and academic deans, coordinate course schedules and bulletins, assist Graduate Program advisors in evaluating transfer credits, and, will perform other duties and responsibilities related to those above. The Associate Director will also perform tasks in the absence of the dean.

The scope of these duties and responsibilities, we feel, merits the classification of an Admin. IV/Associate Director of Graduate Studies.

22,670.

Approx. Savings

[Signature]
Signed (University)

12/98/87
Date

RESOLUTION

BR# _____

RESOLVED, That the position Admin. VII/Associate Dean of Extension College be reestablished to the position Admin. IV/Associate Director of Graduate Studies at WCSU, effective Feb. 5, 1988, in accordance with all provisions and expectations as set forth in this proposal.

Forward to PER 11/4/88 DCN

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PER Committee

Date

BOARD OF TRUSTEES

Date

Position Title: Associate Director of Graduate Studies

Administrative Rank: Administrator IV

POSITION SUMMARY:

Primary administrative managerial assistant to the Dean of Graduate Studies and Extension Services in performing those tasks appropriate to the Division of Graduate Studies.

POSITION RESPONSIBILITIES:

1. Assist the Dean in those tasks for which professional assistance is required.
2. Perform tasks in accordance with the advice and recommendations of the Graduate Council.
3. Assume responsibility for performing tasks, whenever familiar with WCSU policies and procedures, in the absence of the Dean.
4. Serve as primary graduate admission counselor for prospective students, faculty, and staff.
5. Provide advice and support to continuing graduate students as required.
6. Implement and maintain the admissions, program, and degree requirements recommended by the Graduate Council (with administrative approval).
7. Develop and implement marketing strategies and tactics useful in graduate student recruitment; i.e., direct mail campaigns, media ads, college fairs, corporate site visits, letters, etc.
8. Develop and manage open houses, receptions, etc. for prospective graduate students.
9. Maintain liaison with department chairpersons and academic deans in planning the graduate courses, times, days, etc., to be scheduled each semester.
10. Coordinate all course schedules and bulletins with the Office of Continuing Education and the Office of Graphic Art & Design.
11. Supervise revisions of the Graduate Catalog by overseeing production, maintaining communication with department chairpersons, and serving as liaison to the Office of Graphic Art and Design.
12. Obtain, prepare, and disseminate information useful for the Graduate Program advisors.

13. Attend and act as secretary at the Graduate Council meetings.
14. Assist the Graduate Program advisors in evaluating transfer credits, determine transfer cumulative grade point averages, and assist faculty to provide professional academic advising.
15. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position and which fall within the purview of Graduate Studies.

Job Qualifications ?? Degree requirements ??

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Admin. IV/Associate Director of Graduate Studies

Campus Western Date _____

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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/7/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Knob

DATE OF SUOAF CAMPUS REVIEW 1/7/88

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 1/12/88

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations:

The established title for a four with these duties is Assist Dean of Graduate Studies. No qualifications attached - experience / degree requirements ??

DATE 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 1/13/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC () disapprove submission to PERC

Comments or Recommendations:

acceptable as Asst Dean title subject to agreement on former disbursements

VICE PRESIDENT FOR PERSONNEL Gene Rutz DATE 1/14/88

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 _____